Participating in Meetings
Intermediate

Session 2: Status Updates
In this session, you will:

• Think about your own personal and professional goals or milestones.
• Practice describing past events and actions tied to milestones.
• Talk about simple plans for future work-related activities.
Let’s Get Started

Intermediate

A personal milestone is a goal or achievement about your personal life, such as learning how to make cheese or running a 10-kilometer race.

A professional milestone is something specific that you achieved at work. Share your personal and professional milestones with your coach.

- In June I completed my MBA.
- I got a promotion last month.
- Last year, I got the house of my dreams.
- I got married six months ago.
- After ten years, I finally changed my career.
- After two years of waiting, I finally broke into management.
Let’s Discuss

Intermediate

What kinds of milestones has your company achieved? Look at the list below and share your own experiences in your company.

1. We opened two new branches last year.
2. We signed rental agreements for the new branch locations.
3. We hired three local store managers.
4. Our consultants created a new marketing campaign.
5. We made our final choice of three new locations.
Let’s Discuss
Intermediate

**Status updates** let others know the status of a project or other task. The statements may be formal for a status update meeting or just simple statements to other colleagues to help keep everyone informed.

Read these statements about a product development project. Do these statements contain information that would be appropriate when giving a status update to management? Why or why not?

1. *I had difficulties reaching the director on the telephone.*
2. *Our project leader submitted the suggestions for new product development at the end of June.*
3. *The design team is currently working on a new product design.*
4. *Peter was sick for two weeks, so we waited for his response.*
5. *We discussed a number of problems about the old design and how to improve it during a meeting last week.*
6. *Two new products are going to be market tested in November.*
**Let’s Practice**

**Intermediate**

You are going to give a status update to a colleague about a project you are working on. Be sure to give information about:

1. What you did (past)
   
   *I’ve found all the new locations for the stores.*

2. What you are currently working on (present)
   
   *I’m negotiating the lease for the new stores.*

3. What is going to happen in the future. (future)
   
   *We’re going to talk with HR to see if they have any new potential candidates.*

The coach will ask questions about the project.  
*So, will the report be completed by Friday? Do you want me to reschedule the meeting? What else can I do from my end?*

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**Review of the tenses you need to give your status update:**

<table>
<thead>
<tr>
<th>Past</th>
<th>Present</th>
<th>Future “going to”</th>
<th>Future “will”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the simple past to speak about completed actions.</td>
<td>Use the present continuous to speak about what is currently happening on your project.</td>
<td>Use the future with “going to” to speak about future plans for the project.</td>
<td>Use the future with “will” to make promises.</td>
</tr>
<tr>
<td><em>We hired ten new employees.</em></td>
<td><em>We’re writing a report on the project this week.</em></td>
<td><em>The company is going to open a new branch in August.</em></td>
<td><em>I will schedule a meeting with the consultant.</em></td>
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</tbody>
</table>
Let’s Practice
Intermediate

Your colleagues have made the following statements to let others know the status of a project or other task. The statements may be formal for a status update meeting or just simple statements to other colleagues to help keep everyone informed. Put the verb into the past simple, present continuous, or the future with “will” or “going to” to fill in the gap.

1. We ___________________ (**complete**) the customer service survey last week.
2. The company ___________________ (**launch**) new hair care products next month.
3. I ___________________ (**present**) the results of our research at next week’s regular staff meeting.
4. John ___________________ (**make**) the shipping request last week. We should have an answer soon.
Think of a milestone from a project you are currently working on. Give a status update on the project to your coach.