



NEW BUSINESS ENGLISH 4

Unit 1 Lesson 9
Asking for and Giving Updates



Review

Suppose you are the head of the HR department and you have loads of work to do. Ask for help from your members and give some tasks to them.

Requirements:

- *Explain to your members why you need help.*
- *Ask for help and give them tasks.*



LEARNING GOALS

- ◆ Asking for an Update
- ◆ Reporting What You Have Done



Situational Dialogue



▶ Kenzo tells Ms. Chen what he has done in his first week.

Jia Chen



Kenzo Hara





Kenzo, what have you done this week?

I have reviewed our past projects. And I've learned a lot about the work of the team.

Happy to hear that.
Did you have any problems?



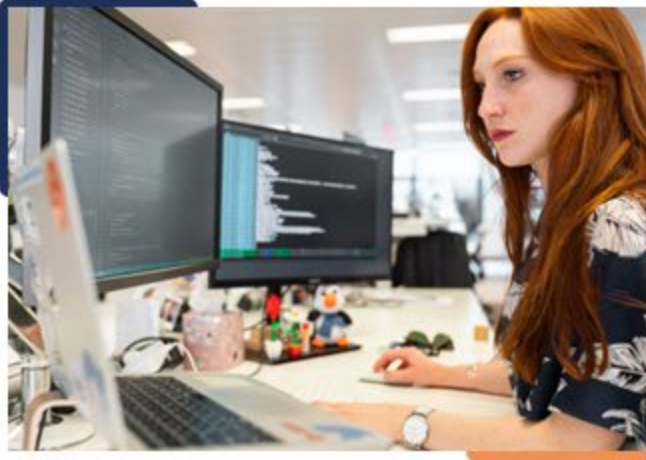
Well, I had some difficulties in using the software, but Jordan and Selena helped me a lot.

Thanks for bringing that up. The software is always a problem for newcomers.



Key Vocabulary

Learn the new words and answer the questions.



software

(n.) the programs that you put into a computer to make it do particular jobs

e.g. She is practicing with the new **software** in their company.



bring up

(ph.v) to start to talk about a particular subject

e.g. She is always willing to **bring up** new topics in the meeting.



newcomer

(n.) someone who has recently arrived in a place or recently become involved in an activity

e.g. They are the **newcomers** in the sales department.

Dialogue Review

Have a role play and answer the questions.



Kenzo tells Ms. Chen what he has done in his first week.

Ms. Chen: Kenzo, what have you done this week?

Kenzo: I have reviewed our past projects. And I've learned a lot about the work of the team.

Ms. Chen: Happy to hear that. Did you have any problems?

Kenzo: Well, I had some difficulties in using the **software**, but Jordan and Selena helped me a lot.

Ms. Chen: Thanks for **bringing** that **up**. The software is always a problem for **newcomers**.

Learning Goals

Let's check the learning goals!



Kenzo tells Ms. Chen what he has done in his first week.

Ms. Chen:

Kenzo, what have you done this week?



1. Asking for an Update

Kenzo:

I have reviewed our past projects. And I've learned a lot about the work of the team.



2. Reporting What You Have Done

Ms. Chen: Happy to hear that. Did you have any problems?

Kenzo: Well, I had some difficulties in using the software, but Jordan and Selena helped me a lot.

Ms. Chen: Thanks for bringing that up. The software is always a problem for newcomers.

Learning Goals

Learn the key expressions and sentence structures.

∴ Asking for an Update

- What have you done this week?
- Could you give me an update on ...?
- Do you have any updates or concerns about ...?

Example sentences:

- Could you give me an update on your task?
- Do you have any updates or concerns about your project?

You can also use:

- **May I have an update on ...?**
e.g. May I have an update on your task, please?
- **Would you mind updating me on ...?**
e.g. Would you mind updating me on your assigned project?

How do you ask for an update on something?

Learning Goals

Learn the key expressions and sentence structures.

∴ Reporting What You Have Done

➤ I have (done) ...

Example sentences:

- I have sent the email and report.
- I have finished the PowerPoint presentation.
- I have reviewed the past projects that the team worked on.

Tips on giving updates:

- Keep the updates **short** and **to the point**.
- Give details that may affect your process.

Can you report what you have done today?

Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

Scenario: Assume that you are the supervisor and you assigned your new member to make a presentation. Ask for an update and give more encouragement.



∴ You can refer to the following key expressions:

- Could you give me an update on ...?
- Do you have any updates or concerns about ...?
- I have (done) ...

Coffee Break

Learn three ways to get quick status updates.

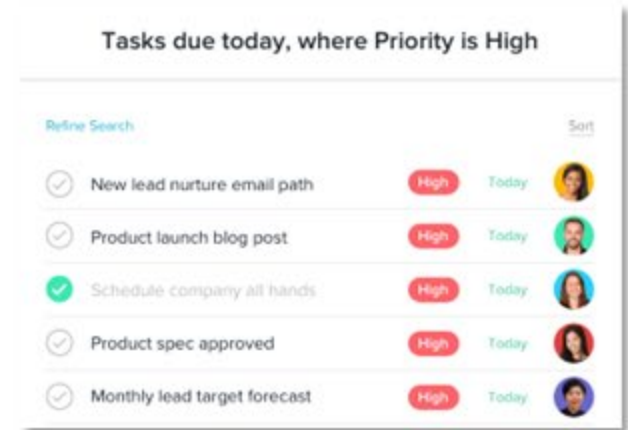
⋮ Getting Quick Status Updates



task lists on the wall



one-on-one meeting



management software



1. Why do you think it's important to give a task/ project update?
2. Do you know other ways to get quick status updates?

Overview

Keywords and expressions:

software/ bring up/ newcomer

Could you give me an update on ...?

Do you have any updates or concerns about ...?

I have (done) ...

