NEW BUSINESS ENGLISH 6

Lesson 44

Timeline & Feasibility

LEARNING GOALS

- Setting Deadlines and Timelines
- Evaluating Time Feasibility

Warm-up

- How do you manage deadlines?
- What tool does your company use to manage deadlines?

Lena and Ashley determine the feasibility of completing the design draft and the cutoff date.

Situational Dialogue

Listen to the audio.

Lena: Ashley, when do you think you could deliver the design? Is it possible to finish within a week?

Ashley: Well, it's not that complicated so I would say before the end of this week. That is, I'll submit it in 4 days.

Lena: So, when you say '4 days', is that **at worst** or **at best**?

Ashley: Ah, "at best". This **time frame** doesn't include time for **modification**s. It would take us another three days to revise if necessary.

Lena: I see. So, could you send me the first draft by Friday? I'll have someone **crosscheck** the design, so we will be on track with our scope and schedule. What are your thoughts on this?

Ashley: Great idea! I'm with you on that.

Role-play

Read and answer the questions.

Lena: Ashley, when do you think you could deliver the design? Is it possible to finish within a week?

Ashley: Well, it’s not that complicated so I would say before the end of this week. That is, I’ll submit it in 4 days.

Lena: So, when you say ‘4 days’, is that at worst or at best?

Ashley: Ah, “at best”. This time frame doesn’t include time for modifications. It would take us another three days to revise if necessary.

Lena: I see. So, could you send me the first draft by Friday? I’ll have someone crosscheck the design, so we will be on track with our scope and schedule. What are your thoughts on this?

Ashley: Great idea! I'm with you on that.

Learning Goal

Setting Deadlines and Timelines

- It would take (period) to (task).
- I would say before (time/ day/ date)...
- This time frame doesn't include time for (task).
- It will be submitted/ finished in (days/ weeks/ month).
- The (task) has a time frame of (period).

Example sentences:

- It would take 6 days to finish the draft.
- I would say before 5 p.m. tomorrow.
- This time frame doesn't include time for modifications.
- It will be finished in 3 business days.
- The construction has a time frame of 2 years and a half.

Other Terms Used For Setting Deadlines

- time limit
- target date
- time frame
- period
- term

Setting Deadlines and Timelines

The **chronological timeline** is one of the simplest and most commonly used forms of a timeline.

Example chronological timeline:

Planning the Design	Drafting the Design	Initial Checking	Revising the Design	Final Checking	For Printing
1 day	4 days	1 day	3 days	1 day	2 days

Use the timeline to answer the following questions:

1. How long will it take to revise the design?
2. What is the time frame for the entire project?

Learning Goal

Evaluating Time Feasibility

- Is it possible to finish within (time period)?
- When you say (number of days/ time/ period), is that at worst or at best?
- Could you send me (noun) by (time/ day/ date)?
- Would (time period) be sufficient to finish/ accomplish (task)?

Example sentences:

- Is it possible to finish within this week?
- When you say 3 days, is that at worst or at best?
- Could you send me the first draft this Saturday?
- Would a year be sufficient to accomplish the building renovation?

Oral Practice

Scenario:

You have an office renovation project. Describe the timeline and ask your colleagues whether the tasks are feasible based on the timeline provided.

Office Renovation

5 days	4 days	4 days	2 weeks	1 day
Planning & Budgeting	Communicating with Contractors & Designers	Ordering Materials	Renovation	Employees Move Back In

Setting Deadlines and Timelines

- *It would take (time period) to (task).*
- *It will be finished in (days/ weeks/ month).*
- *The (task) has a time frame of (time period).*

Evaluating Time Feasibility

- *Is it possible to finish within (time period)?*
- *Would (time period) be sufficient to finish/ accomplish (task)?*

Overview

Keywords and expressions:

at worst/ at best/ time frame/ modification/ crosscheck

Setting Deadlines and Timeline
It would take (time period) to (task).
It will be submitted/ finished in (days/ weeks/ month).
The (task) has a time frame of (time period).

Evaluating Time Feasibility
Is it possible to finish within (time period)?
When you say (number of days/ time/ period), is that at worst or at best?
Would (time period) be sufficient to finish/ accomplish (task)?

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