

## Briefings and updates

### Can I have a progress update?

Please give me an update  
How's it coming on?  
How's it going?  
How's it shaping up?  
Where are we with the ... ?  
What is the situation (with ...) ?  
What is the position with ... ?  
Are we on track?

Look at the key phrases on the left and how they are used below. Think of other examples with your teacher.

Are you learning Spanish? **How's it going?**

**It's going well.**  
I'm enjoying it a lot.

Ultimately the success of the shop comes down to sales. **Are we reaching our targets?**

**Let me put you in the picture.**  
It's not very good I'm afraid. **To be frank it's a bit of a disaster.** There's been no business and nobody's been.

### Let me give you an update

Let me give you an update  
Let me put you in the picture  
This is the situation  
This is what we're doing  
Let me bring you up to date with what is happening  
Here is the current situation  
Let me bring you up to speed

**Where are we with** the monthly report? Is it finished?

**Let me give you an update** later this afternoon if that's okay. We are still waiting for some figures.

### It's going well

It's going well  
Everything is fine  
No problems to report  
It's coming on well  
We're getting there  
Everything is fine but ...  
There is one thing  
One minor problem  
We need to sort out ...  
There is an issue with ...  
The only thing is ...  
There is a difficulty with the  
We had a slight crisis with the ...  
I'm afraid we have a problem  
To be frank it's a bit of a disaster  
It's gone pearshaped

Is the factory still closed? **What is the situation?**

Well, **there are no problems to report.** I understand that all the repairs after the fire have now been completed. **The current position is** we are still waiting for Health & Safety to do their final check.

Are you building your own house? **How's it coming on?**

At the moment **the situation is** we are waiting for the bricks to be delivered. **There was an issue with** the delivery address. The first batch were delivered to Scotland!

## ROLE PLAYS

You are the office manager, and now have a weekly meeting with the other staff. Ask how things are going and if all is well in the office.

Your teacher is the 'other staff'. These are some of the points s/he will raise:

- the coffee machine is not working
- there are too few parking spaces (only the managers have reserved spaces)
- Jerry Smith is always 'ill' and everyone else has to do his work

You are responsible for looking after your company's annual dinner for employees. This year there will be 180 guests, including partners. Your main task is to liaise with the hotel manager (your teacher) to make sure all the necessary arrangements are being made.

You meet the manager. Ask for updates on the following:

- arrival drinks and snacks
- menu (there are 14 vegetarians)
- microphone/public address (for speeches)
- drinks (alcoholic and non-alcoholic)
- bedrooms for those staying the night
- entertainment (a band?)
- top table for chairman, CEO, guest speaker and employee of the year, plus partners

It is three days before the dinner. The hotel manager calls you to say that the band is not available. In its place s/he offers you a choice of a children's magician, nightclub dancers or him or herself to tell some jokes (s/he used to work on a cruise ship).

It is now the day before the dinner. You hear that the chairman wants his son and partner to be on the top table. You have to ring the employee of the month (your teacher) to explain they must sit at another table.

### I want this sorted!

We need a solution.

This needs to be resolved

We have a bit of a problem here

This needs to be resolved as soon as possible

I want this sorted

Keep me posted



### Word check

progress report

reach a target

meet a deadline

be within budget

a bit of a problem

sort out

keep me posted