

Progress Report

(1) Vocabulary

Widget -

Outcome -

Feasibility Study -

Commenced -

Cost Blowout –

(2) Conversation

DORA: Today we're looking at our new **widget** plant being built at Southside.

I've asked Sheena to report on progress and bring us up to date and up to speed. Sheena?

SHEENA: Thanks Dora.

I'll just outline the process we've been through, identify some problems, and give you an estimate on completion time and the **outcome** financially.

JOHN: Is it good news or bad news?

SHEENA: Bear with me.

Now, if you recall, after a **feasibility study**, we put the project out to tender eighteen months ago, and selected Ezybuild as our project manager.

Work **commenced** about fifteen months ago, and it's been progressing to schedule until recently.

DORA: What's the problem?

SHEENA: Unfortunately there are three: Firstly, there's been a delay in materials - specifically steel because of industrial issues at the suppliers. Secondly, we've lost days due to the weather. And finally, there's been a resulting **cost blowout**.

JOHN: So what are we going to do?

SHEENA: Well, they've managed to get another supplier now.

I suggested moving the completion date back. That way, there's no penalty, and they agreed to re-deploy their workers until building can start again.

JOHN: Smart thinking.

SHEENA: We've been waiting for the rain to stop - but we can't control the weather!

DORA: And the cost?

SHEENA: At this stage, just a small overage. But I'll be watching it very closely over the next few months.

With no more delays, we're expecting to complete the project just one month behind schedule.

DORA: Good work Sheena.

JOHN: Humph!

(3) Activity 1

Word Booster

(4) Activity 2

Grammar Focus: Sequence Adverbs

Case A: How to introduce yourself in a business setting.

Case B: How to introduce your company to your client.

Case C: How to prepare business presentation.

Case D: How to make a progress report.