

How to update

In this lesson you will learn how to update a person on developments in a project.

Starter

- 1 How much do you know about beer? Read the quiz and answer the questions.

- Which country has the most individual brands of beer?
- What is the name of the factory or place where beer is produced?
- Which country has the largest consumers of beer (per capita) in the world?
a Germany b England c Ireland
- The first cans of beer were produced in:
a 1905 b 1935 c 1955
- How many litres of water are needed to make one litre of beer?
a 1-3 b 4-6 c 7-9

1 Belgium 2 brewery 3c 4b 5c (industrial process)

Expressions

- 1 Gilliam Martens works for head office at a major international brewery. He is visiting the company's Seville brewery. Listen to the conversation and tick the areas that Gilliam is particularly interested in.

the new reactor	the new bottling line
staff training	communications
waste disposal	energy costs

- 2 Listen to the conversation again and answer the following questions.

- Why might they have problems with the bottling line in the summer?
- Why is Pedro Muñoz coming to the meeting?
- Why does Gilliam want to see the new reactor?
- Why does Gilliam say 'Now that is interesting' at the end of the conversation?

- 3 Luis, the manager of the Seville brewery, shows Gilliam the new reactor. This reactor processes waste products that are made when producing beer. Listen to their conversation and mark the sentences true (T) or false (F).

- 1 The reactor was originally installed to produce fertilizer. _____

Speaking

- 1 Gilliam has been asked to give an update on training at the brewery. Role-play the conversation where Gilliam (you) updates his manager (your teacher) using the notes below.

Training

Insufficient / only 3 hours per employee per month (target = 6 hours per employee)

Only 70% employees receive training

Usually only office / technical staff get training

New training rooms needed - only one small room available

Training manual out of date in several sections

Language box

The continuous aspect is used in different tenses to focus on actions in progress at or over a specific time.

The present continuous can be used to describe actions which are changing or developing at the present time:

Our Chinese company **is beginning** to show a profit.

The past continuous is used to describe an action in progress at a point of time in the past:

I met him when he **was working** for BSA.

Hint

We can use **presently** or **currently** to mean 'at the moment':

We're presently developing an improved model.

We use **the current** or **the present** as an adjective:
The current exchange rate is 1.34.

- The reactor has increased the company cleaning bill. _____
- It will take the company a long time to recover the investment in the reactor. _____
- The reactor now wastes less water. _____

12.1
12.2

4 Correct the mistakes or add a missing word in the sentences. Then listen again to check your answers.

- I'm really only here to catch up on what's been going wrong since my last visit.
- I can also show what steps we've taken in the area of communications.
- So far we're very pleased for the progress we've been making in both areas.
- The training and communication are key areas we should all be working on.
- He'll be bringing you update on all that.
- You'll be pleased learn that it's not only solved the problem ...
- However one development that you might be unconscious of is that ...
- That means that the new reactor will be paying itself in three years' time.
- I think we've succeeded in making everything work a lot more efficient.

Writing

- You are the local sales manager of a major brewery. Your boss asks you to send an email summarizing your recent work. Write the email using the notes below. Try to use words and phrases from **Expressions** and the **Language box**.

- Restaurants starting to stock new competitor's drink - reduced prices and stopped loss of business
- Need to build sales in restaurants and cafes: talking to four restaurant chains, two accepted new deals
- Spending a lot on promotion but new sales will cover it in 12-18 months
- Old warehouse v expensive: renting new one in April
- Interesting news: our beer described as 'healthiest brand' in local magazine survey

The present perfect continuous is used to emphasize how long an action has continued or to describe new developments. It is used especially with *recently* or *lately* to indicate that the action is ongoing:

The problems that we've been having recently have cost a fortune.

The future continuous is used to focus on a future event in progress at a certain time:

They'll be making their decision next week.

Look

Look at listening scripts 12.1 and 12.2 on pages 126-127. Find more examples of the different continuous forms.

Lesson record

3 new words from this lesson

3 useful phrases from this lesson

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| 1 | 1 |
| 2 | 2 |
| 3 | 3 |

Things to remember

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