

Worksheet 12: Progress reports on a project

1a Work in pairs. Imagine you want a new house. Order these stages from 1 to 6.

- ___ build the house
- ___ get planning permission
- ___ pay an architect for designs
- ___ choose building materials
- ___ ask the bank for a loan
- ___ move in

b Add three more stages to the project. Where do they happen in the order?

2 Read the emails (A–E) from a construction project manager to his managing director, sent over a period of 18 months. Number the emails in the correct order from 1 to 5 and match them to the subject lines in the box.

Great news!	New project	More delays	No news	Resources
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We've **now** cleared the area between the motorway and the harbour so we're finally ready to start the main construction. But if we're going to complete this on time we're going to need about ten more workers on site. We also need to talk about costs. When are you free?

A

No they haven't given us an answer **yet**. They should announce the winner by the end of next week.

B

We've won the Stage 1 contract and they've even talked about us doing Stage 5 too. Can we set up a meeting about this asap?

C

Hi Larry

The council have **just** announced plans for the harbour redevelopment on River Bay. They have \$25 million to spend and are planning it in five stages. Stages 2, 3 and 4 are all harbour construction projects, but Stage 1 is building an access road to the side of the river. Stage 5 is road and parking construction once the harbour is built. They've **already** put contracts for Stage 1 out to tender. I assume you want to try for this?

D

Sorry I haven't reported back but our survey team have **only just** completed the attached report. We've **also** had another delay – local residents have complained about the planned route so the council has scheduled another public hearing.

E

3 Read the emails again and answer these questions.

- 1 What is the council going to redevelop?
- 2 What kind of construction does the project manager's company specialise in?
- 3 What do you think the phrase 'to put contracts out to tender' means?
- 4 What 'answer' is the managing director waiting to hear in email E?
- 5 What does the project manager send to the managing director?
- 6 Why has the council scheduled a public hearing?
- 7 What resources does the manager need to complete Stage 1 of the project?

4 The present perfect tense is often used to write about recent progress. Adverbs are also used with the present perfect in the emails to add emphasis. Find these adverbs in the emails and notice their position.

just	yet	now	already	also	only just	even	too
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5 Match the adverbs in Exercise 4 to these meanings.

- 1 to emphasise that an action or event ended very recently: just , _____
- 2 to emphasise an additional feature: _____ , _____
- 3 to emphasise that something is unusual or surprising: _____
- 4 to emphasise that an action or event has not happened at any time up to the present moment: _____
- 5 to emphasise the fact that an action has happened before the present moment: _____
- 6 to emphasise the situation at the current moment: _____

6 Add emphasis to these sentences using the adverb in brackets.

- 1 The results of the survey have arrived. (just)
- 2 They haven't paid for the work. (yet)
- 3 I've told all staff to start work at eight o'clock tomorrow. (now)
- 4 We've gone over budget. (already)
- 5 The team have cleared the area and they've started building the walls. (also)
- 6 I haven't had time to study the report because I've got back from holiday. (only just)
- 7 The staff have worked late today and they've offered to work over the weekend! (even)
- 8 I've asked them for more money and I've asked them for an extra week. (too)

7 Think about a current project at work. Make a list of the stages of the project. Then write a short report about the progress on each stage. Use the present perfect and some adverbs to add emphasis.

I CAN

write a short progress report



use the present perfect to describe recent progress



use adverbs with the present perfect to add emphasis

