

English I

# MODULE 1

## SCRUM MEETINGS



# COMMUNICATIVE CONTEXT

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## Purpose

At the end of this module, you will be able to **describe personal information, roles, processes and work teams** in the programming context by using basic **grammar and vocabulary related to SCRUM**.



## Table of Contents

<b>01</b>	<b>Reading Comprehension</b>	02
	1.2 Team Introduction	03
	1.3 The Daily Scrum Meeting	05
<b>02</b>	<b>Listening Comprehension</b>	07
	2.1 Personal Introductions	08
	2.2 E-commerce	11
<b>03</b>	<b>Vocabulary &amp; Grammar</b>	13
	3.1 Key Words & Expressions	14
	3.2 Glossary	14
	3.3 Personal Pronouns, Possessive Adjectives, Demonstratives	16
	3.4 Verb To Be - There is/are	17
<b>04</b>	<b>Written Production</b>	22
	4.1 Controlled Production	23
	4.2 Free Production	24
<b>05</b>	<b>Speaking</b>	25
	5.1 Personal Introduction & Dialogue Practice	26
	5.2 Assessment Rubric	27



01

# Reading Comprehension

**INTRO:** In this section, we'll read short descriptions of people's roles, functions and elements in a project.



## 1.1 Pre-reading activities

1. Make a list of 5 (five) different jobs in IT you know.



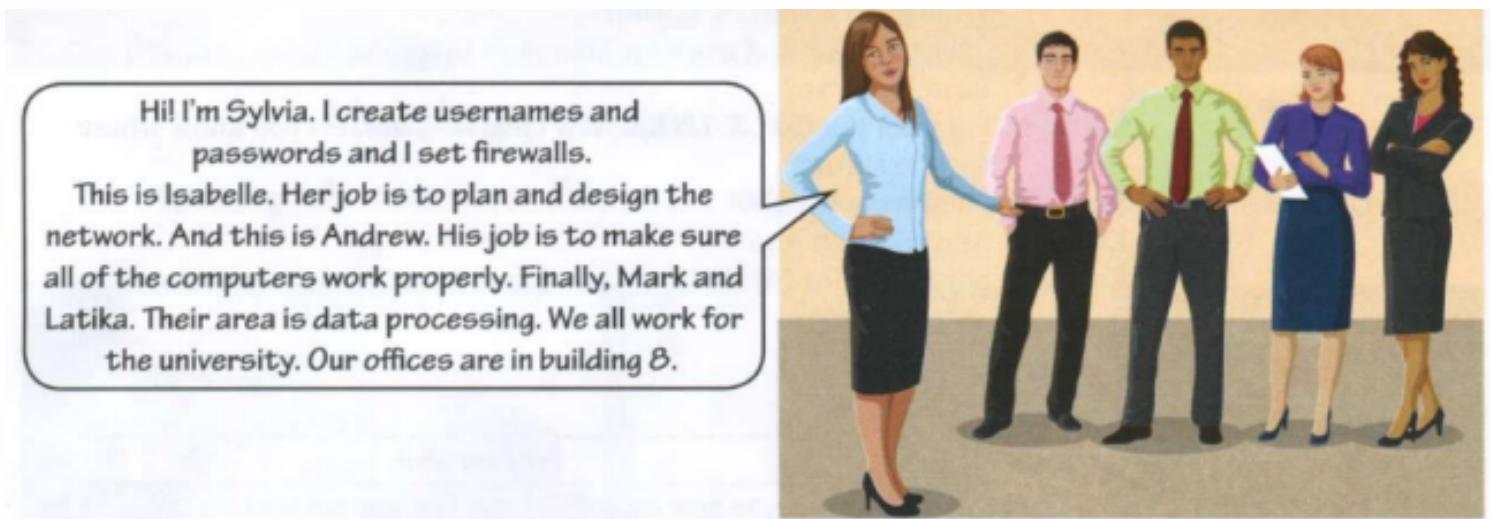
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Think. What type of job would you like to get as you graduate or in the future?



## 1.2 While reading activities

3. Read this **team introduction**.



4. Complete the descriptions (a-d) with the IT jobs in the box.

- a- Sylvia is a .....
- b- Isabelle is a .....
- c- Andrew is an .....
- d- Mark and Latika are .....

Database analyst - IT support officer - network administrator -  
network architect

## 1.3 After reading activities

5. Match each job with the correct picture.



A Database Analyst



B Security Analysts & Architects



C Software Developer

**6. Read the text again and decide if the sentences are True (T) or False (F).**

1. Sylvia is responsible for planning the network. ....
2. Andrew controls the computers work correctly. ....
3. Isabelle is in charge of setting firewalls. ....
4. Mark and Latika work in an office. ....



TEXT #2

## 1.1 Pre-reading activities

**7. Read the words and then, **match** them with the correct definition.**

### WORDS

- 1. meeting**
- 2. client**
- 3. development team**
- 4. tester(s)**
- 5. project**
- 6. scrum**
- 7. sprint**
- 8. developer**
- 9. tasks**
- 10. work**
- 11. scrum master**
- 12. product owner**
- 13. finish**
- 14. do**
- 15. plan**

### DEFINITIONS

- a. a set of steps to do something in the future.
- b. a planned piece of work with a goal to finish.
- c. a way for a team to work together in short time periods.
- d. to complete or end something.
- e. activities that people do to earn money or complete tasks.
- f. the person who helps the team follow scrum rules and stay on track.
- g. the person who decides what a product should be like.
- h. to perform an action or task.
- i. a short period of time when a team works to finish specific tasks
- j. a group of people who build or create something new.
- k. small jobs that people need to complete.
- l. time when people come together to talk about things.
- m. a person or company that buys services or products.
- n. a person who creates software or builds products.
- o. a person who checks if something works well.

## 1.2 While reading activities

8. Read the following article and complete with the words from exercise 7. Attention! There are TWO words you don't need to use. **What words are they?**

### "The Daily Scrum Meeting"

Every morning, there is a \_\_\_\_\_. The team talks about the \_\_\_\_\_.

This meeting is the daily \_\_\_\_\_. It is important for the team because the developers and \_\_\_\_\_ say what they do. They also talk about problems and \_\_\_\_\_. Firstly, the \_\_\_\_\_ looks at the backlog which is a list of \_\_\_\_\_. During the meeting, each person talks about their \_\_\_\_\_. Time management is crucial here. There is no time to talk too much. The meeting is short; it is about 15 minutes. People stand in the meeting and this helps them stay focused.

Communication with the \_\_\_\_\_ is very important. The \_\_\_\_\_ talks to the client and ensures that they convey realistic expectations. If they don't \_\_\_\_\_ something, they \_\_\_\_\_ it in the next \_\_\_\_\_.



## 1.3 After reading activities

9. Decide if the sentences are TRUE or FALSE.

1. The meeting is at night. _____
2. The Scrum Master checks the backlog. _____
3. The meeting is 30 minutes long. _____
4. The team talks to the client. _____

10. Answer the questions in a complete form.

1. What do developers and testers talk about?  
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2. What is the backlog?  
-----

3. Why do people stand in meetings?  
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# 02

## Listening Comprehension



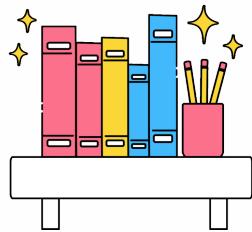
In this section we'll learn how to introduce yourself and provide information about roles and duties by using every day phrases and verb To Be.



## 2.1 Pre-Listening Activity

1. Read the following phrases/sentences. Then, organize them according to each category.

Good morning, team. / I am the product owner. / Hello, everyone. / I am from Mendoza. / She is a developer. / Let's start the daily meeting. / He is the scrum master. / I am a tester in a small team. / How is everyone today? / He is 25 years old. / They are testers. / Welcome to today's sprint. / We are the development team. / They are from Argentina. / She is new in the project.



Greetings in a Meeting

Occupations / Roles

Personal Information

## 2.2 While listening Activity



2. Listen to the dialogues and complete with the missing words/phrases.

[Click here to listen.](#)



### DIALOGUE #1

| **Natasha:** Hi, my (1) ..... Natasha.  
| **Khalid:** Pleased to (2) ..... you. I'm  
| Khalid Ali.  
| **Natasha:** Pleased to meet you, (3) .....

### DIALOGUE #2

| **Philip:** Good morning. (4) ..... your name?  
| **Ahmed:** I'm Ahmed. And (5) ..... are?  
| **Philip:** My name's Philip. (6) ..... to meet you.

### DIALOGUE #3

| **Tim:** Hi everybody, (7) ..... is Ingrid.  
| **All:** Hi!  
| **Tim:** Ingrid, this (8) ..... Ahmed, Linda,  
| Mohamed and Mansoor.  
| **Ingrid:** Nice meeting you (9) .....

| **Linda:** Likewise.  
| **Tim:** (10) ..... to the team and good luck.

## 2.3 After listening Activity

3. Read the words/phrases below and match them with their synonym or similar expression.

- 1. Likewise
- 2. Nice meeting you all
- 3. Hi
- 4. This is...
- 5. Good morning!

- A. Morning!
- B. Hello
- C. It's a pleasure to meet everyone.
- D. Same here
- E. Let me introduce...

4. Think: How often do you use these phrases?  
Tick the option according to your personal opinion.



	Always	Sometimes	Never
1. Good morning!	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. It's a pleasure to meet you.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I'm ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. How are you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Hi!	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Nice to meet you.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. And... you are?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 2.4 Pre-listening Activity

5. What is e-commerce? Choose the correct option.



E-commerce is a type of activity  
in which a person...

- A. Writes emails for a company.
- B. Talks to customers in a physical store.
- C. Sells and buys products on the internet.

## 2.5 While listening Activity

6. Listen to the dialogue and complete with the missing words/phrases from the box.

**Click here to listen.**



five - about - she - let's - do - you - work - 'm - you -  
E-commerce - for

**Ahmed:** Where do (1) ..... work, Betty?

**Betty:** I work for Dell in Dubai. What (2) ..... you?

**Ahmed:** I (3) ..... for HP in Budapest. What do you (4) ..... , Milo?

**Milo:** I (5) ..... a software developer. I work (6) ..... Microsoft in Prague.

**Betty:** Milo, do you know Frida?

**Milo:** Yes, I do. What do (7) ..... want to know?

**Betty:** Where does (8) ..... work?

**Milo:** She works with me in Prague. She designs websites for (9) .....

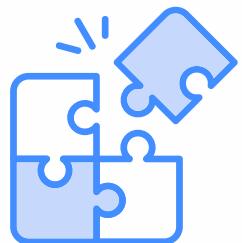
**Ahmed:** I see. Right, (10) ..... go. The workshop starts in (11) ..... minutes.

## 2.6 After listening Activity

**7. Listen again and choose the best option to complete each sentence. Only one option is correct.**

1. Ahmed works for **HP / Microsoft / Dell** in Budapest.
2. Betty works in **Budapest / Prague / Dubai**.
3. Milo is a **database analyst / software developer / security analyst**.
4. Betty **is / isn't** a website designer for E-commerce.

**8. Time to practice! Click on the link and repeat these questions.**



**Where do you work?  
What about you?  
What do you do?  
What do you want to know?  
Where does she work?**

**Click here to listen.**



# 03

## Vocabulary & Grammar



- In this section we will focus on:

- SCRUM terms: team, plan, client, product owner, SCRUM master.
- Personal Pronouns, Possessive Adjectives, Demonstratives
- Verb To Be - There+Be

## 3.1 KEY WORDS & EXPRESSIONS

1. Unscramble the words below to find the names of the jobs in a Scrum or IT project. Write the correct word on the line.

Example: leodrevpe → DEVELOPER

- mrascut seramt → \_\_\_\_\_
- tronkwe idarininstrotma → \_\_\_\_\_
- sdetaaab aatlsyn → \_\_\_\_\_
- stetre → \_\_\_\_\_
- oprjcte → \_\_\_\_\_
- srotppu TI fierco → \_\_\_\_\_
- tlcine → \_\_\_\_\_
- camdutoenvelp maet → \_\_\_\_\_
- rdpotcu rnewo → \_\_\_\_\_



### 2. GLOSSARY:

Let's keep on practicing! Check on the following online dictionaries the meanings of the words in the box. Then, share them in our Virtual Classroom or Synchronous class.

Daily stand-up / Features  
Quality product / Client  
Plan / Work  
Do / Finish  
Project / Meeting  
Task / Team  
Scrum / Sprint

Online

<https://dictionary.cambridge.org/>

<https://www.ldoceonline.com/>



## GRAMMAR FOCUS

- Let's go over some examples and rules for the following topics:

- Personal Pronouns, Possessive Adjectives, Demonstratives.
- Use of the verb To Be and There + Be.
- Sentence structures to describe roles (e.g., "I'm a website developer".)

Examples from texts and dialogues in Module #1.

I'm a software developer.

My name is Natasha.

What's your name?

His job is ...

Hi, this is Ingrid.

It is important for the team...

### 1. I → Personal Pronoun

### 2. My, your, his → Possessive Adjectives

### 3. This → Demonstrative Pronouns

### 4. 'm / is → Verb To Be

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When do you use personal pronouns, possessive adjectives, and demonstratives?

- **Personal pronouns** (I, you, he, she, etc.) are used to replace nouns and refer to people or things.
- **Possessive adjectives** (my, your, his, her, etc.) show ownership or relationships.
- **Demonstrative Pronouns** (this, that, these, those) point to specific people or things, depending on their number (singular/plural) and distance (near/far).



<b>Personal Pronouns</b>	I	I am a developer.
	You	Are you the client?
	He	He is the Scrum Master.
	She	She is new in the project.
	It	It is the daily Scrum meeting.
	We	We are the development team.
	They	They are from Argentina.

<b>Possessive Adjective</b>	My	My task is to test the product.
	Your	Your meeting starts at 9 a.m.
	His	His plan is in the backlog.
	Her	Her goal is clear.
	Its	Its name is Daily Stand-up.
	Our	Our client is very happy.
	Their	Their sprint ends on Friday.





<b>Demonstrative Pronouns</b>	This (Singular/Near)	This is Ingrid.
	That (Singular/Far)	That is the old product.
	These (Plural/Near)	These are the tasks for this sprint.
	Those (Plural/Far)	Those are last week's backlog items.

We use <b>be</b> to say who somebody is or what something is.	<i>I'm Sam.</i>	<i>I am Sam.</i>
	<i>You're/We're/They're from the UK.</i>	<i>You/ We/They are from the UK.</i>
	<i>He's/She's a website developer.</i>	<i>He/She is a website developer.</i>
	<i>It's in the US.</i>	<i>It is in the US.</i>
We use <b>be</b> to ask personal questions.	<i>Where are you from?</i>	
	<i>What's his name/job?</i>	<i>What is his name/job?</i>



## VERB TO BE

**Important structures:**  
**A scrum master is in charge of (V+ing) ...**  
**He/She is responsible for (V+ing) ...**

You can also use the verb To Be in a common phrase to describe people's duties.

### What is a duty?

It's a task or action that one is required to perform as part of one's job.

#### Examples:

A front-end web developer is in charge of making sure that there are no errors or bugs on the front end.

A front-end web developer is responsible for making sure that the design appears as it's supposed to across various platforms and browsers.

## There + Be

---

*Let's pay attention to the following structure in English.  
This is used to talk about 'existence'.*

Structure	Example
Affirmative	There is a task in the backlog. There are many developers.
Negative	There isn't a meeting today. There aren't any clients now.
Yes/No Questions	Is there a sprint this week? Are there tasks to do?
Wh- Questions	What is there in the backlog? How many tasks are there?

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## Are you ready to practice?



## PRACTICE SECTION

1. Complete this email with: **am, is, are, their, our or my.**

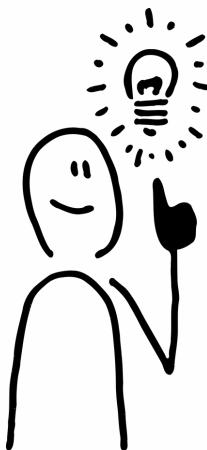
The screenshot shows a Windows-style email application window. In the top left corner is a large envelope icon. Along the top edge are standard window controls: a minimize button, a maximize button, and a close button. Below the title bar is a toolbar with icons for reply, forward, and other communication functions. The main body of the email starts with "Dear Colleagues". The text is as follows:

My name (1) \_\_\_\_\_ Jessica Martin and I (2) \_\_\_\_\_ the IT Support team leader. The IT Support team members (3) \_\_\_\_\_ : Mahmoud Al Banawy, Eli Ibrahim and Guido Pitteri. Mahmoud (4) \_\_\_\_\_ our network administrator. Eli and Guido (5) \_\_\_\_\_ system maintenance officers. (6) \_\_\_\_\_ job is to keep our systems going. (7) \_\_\_\_\_ job is to support you. (8) \_\_\_\_\_ contact number (9) \_\_\_\_\_ 675 567 567.

Best regards  
Jessica Martin

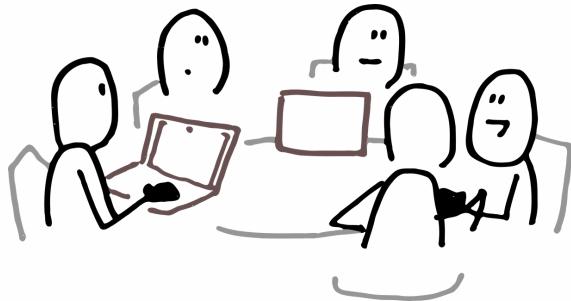
2. Choose the correct option for each sentence.

1. I / They / She is the Product Owner.
2. This is she / my / we sprint plan.
3. Those / This / That are the testers from Argentina.
4. Hello! These / This / Those is John, our new developer.
5. We work together. Their / Its / Our team is small but effective.
6. I have a task. Her / His / My task is about testing.
7. Who is that? I / We / He is the Scrum Master.
8. His / My / Her name is Ahmed. He is from Egypt.
9. Are those they / your / we laptops?
10. That / This / These are the clients. They want to see the product.



# PRACTICE SECTION

3. Complete the dialogue with the correct form of the verb "to be" (affirmative, negative, or question).



## A Daily Scrum Meeting

*Alex and Maria are team members discussing their roles before a meeting.*

**Alex:** Hi! My name \_\_\_ Alex. What \_\_\_ your name?

**Maria:** Hello! I \_\_\_ Maria. How \_\_\_ you today?

**Alex:** I \_\_\_ fine, thanks! What about you?

**Maria:** I \_\_\_ good too. Is this your first day in the project?

**Alex:** No, it \_\_\_. I joined last week. What do you do?

**Maria:** I \_\_\_ a developer. And you?

**Alex:** I \_\_\_ a tester. Where \_\_\_ the Scrum Master?

**Maria:** He \_\_\_ in the meeting room. The client \_\_\_ with him.

**Alex:** Great! Let's go. The meeting \_\_\_ about to start.



# 04

## Written Production



In this section, we'll guide you through the process of writing. First, we'll introduce you to a short model that you can use as an example. Then, you'll write some sentences from the prompts given and finally, you will write your own dialogue.

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## 4.1 STEP 1: Read the Model

A: Hello! I am Julia. I am the Scrum Master.  
B: Hi Julia. I am Leo. I am the tester. I am from Brazil.  
A: Nice to meet you!  
B: Nice meeting you, too!  
A: Look, this is our sprint board. It is very important for our meetings.  
B: Great! Are there any tasks for today?  
A: Yes, there are! There is a new task in the backlog.  
B: Perfect. Let's start! Who are the people in the team?  
A: There are five people in the team and that is the meeting room.  
B: OK. Today's work is on the login page.  
A: Are there any problems we need to concentrate on?  
B: Yes, there is a bug in the system. Let's check this in our next meeting.  
A: Of course. Thank you for coming today. See you next week.  
B: Thanks. See you.



## STEP 2: Read the prompts

1. Fill in the blanks with your personal information. **You can also invent!**



1. Hello! My name is \_\_\_\_\_.
2. I am from \_\_\_\_\_.
3. I am \_\_\_\_\_ years old.
4. I am a \_\_\_\_\_ (role).
5. This is my colleague \_\_\_\_\_.
6. We are in a/an \_\_\_\_\_.
7. There are \_\_\_\_\_ in the team.
8. Today's work is on\_\_\_\_\_.

## Step 3: Write Your Own Dialogue

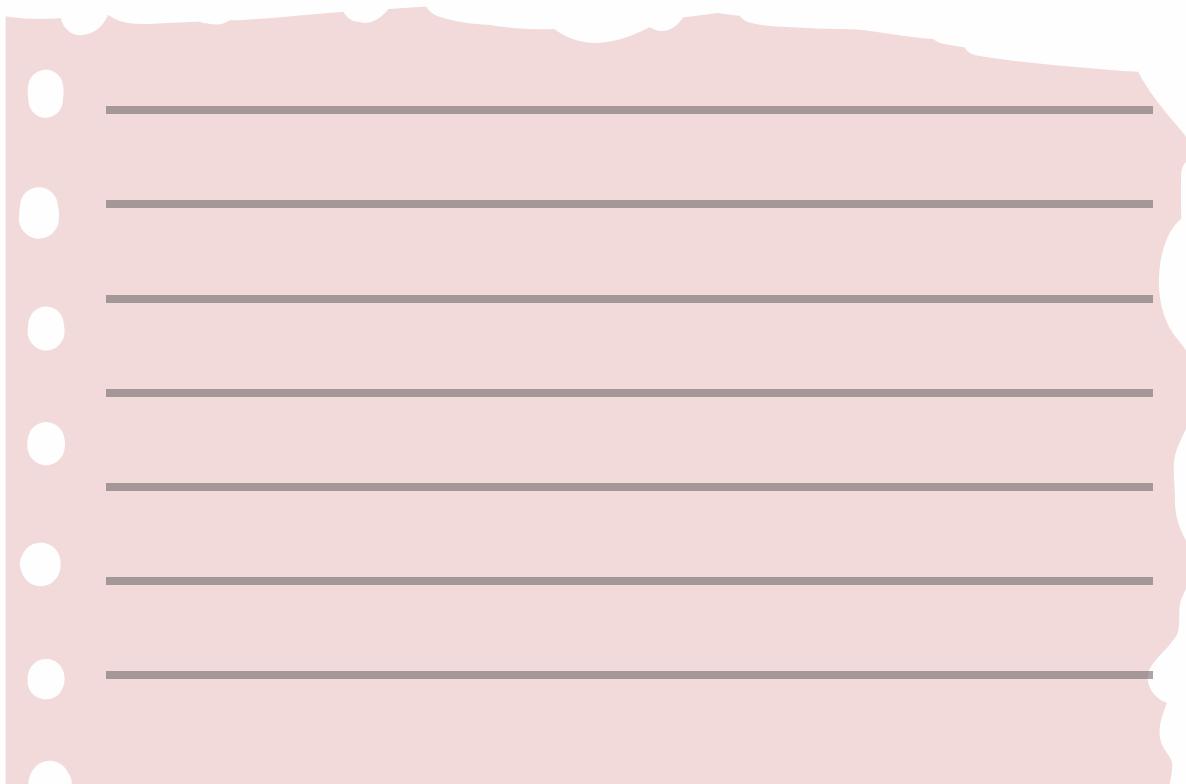
3. Use the prompts for Student A and Student B to write the dialogue.

Student A

- Greet your teammate
- Say your name and your role
- Say what there is in the meeting room
- Ask about the people in the team
- Reply if there are problems.
- End the conversation

Student B

- Say hello
- Ask about your teammate's name and role
- Say where you are from
- Reply with information from the team
- Ask if there are problems
- Say goodbye and finish the conversation



# 05

## Speaking Production



*In this section, we are going to practice speaking in the specific context of Daily Scrum meetings.*

## 5.1 Personal Presentation

1. Imagine you have to introduce yourself to a team.

**Use the following phrases to give as much detail as possible.**



Hello!

My name is ... I am .... years old. I am from .....  
I am a/an .....in ..... company.  
There are ..... people in my team.  
Our client is ..... He/She is from....

 Use the verb to be in your presentation.  
Speak clearly and try not to read.

## SCRUM Meeting in Pairs.

**Practice the model dialogue from the previous section (STEP 1: Writing Production)**

2. Work in pairs. Student A is Julia. Student B is a Leo.

Include other questions:

- Where are you from?
- What do you do?
- How old are you?
- Are you a software developer?
- Is this your first daily scrum meeting?



Rotate roles so both students speak.

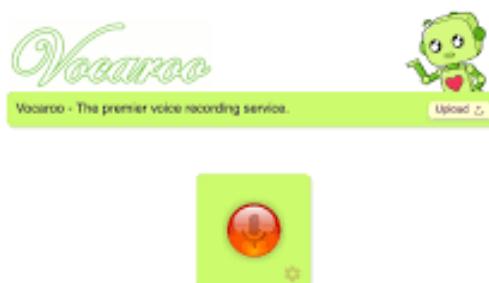
## 5.2 Oral Assessment:

Record your oral practice session and submit it for feedback.

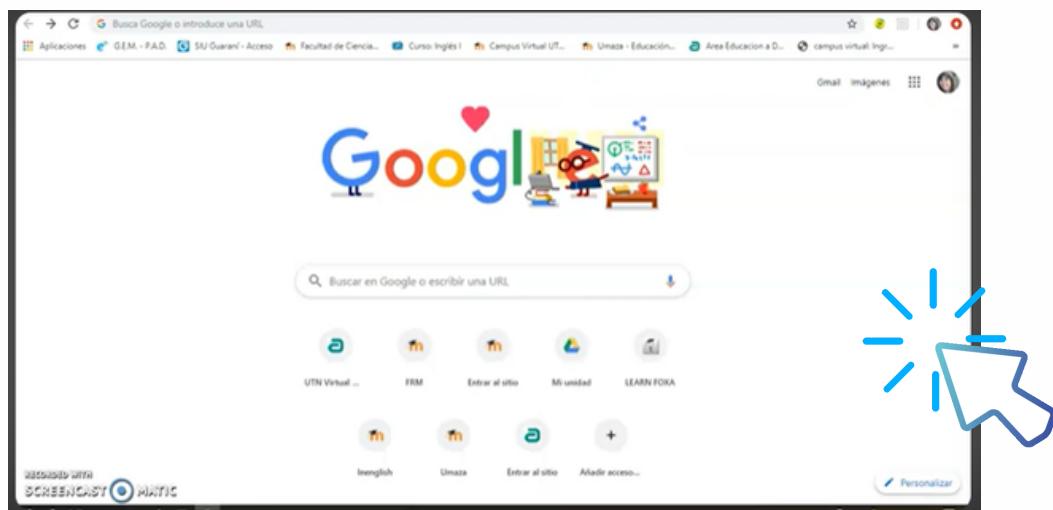
Use: [vocaroo.com](http://vocaroo.com)

Guidelines:

- Click the red record button.
- Record the dialogue or presentation.
- When you finish, click stop, then save & share.
- Copy the link and submit it through the class platform in:
  - ASSIGNMENT Module °1.



 If you don't know how to use it, check on this video Tutorial.



# Assessment Rubric: Module 1

Criteria	Excellent (3 pts)	Good (2 pts)	Needs Improvement (1 pt)
Vocabulary Use	Uses target words (e.g., roles, tasks, team, backlog) correctly and appropriately.	Uses most of the target words, some minor errors.	Uses few target words or misuses vocabulary.
Grammar Accuracy	Uses to be, there is/there are, demonstratives, and personal info structures correctly.	Minor errors in structure, but meaning is clear.	Frequent grammar mistakes that confuse meaning.
Fluency & Coherence	Speaks clearly with good rhythm and connected ideas. No long pauses.	Generally fluent; some hesitation or repetition.	Hesitant, with many pauses and disconnected ideas.
Pronunciation	Clear pronunciation and intonation; listener understands all.	Mostly clear, with occasional mispronunciations.	Difficult to understand due to frequent mispronunciations.
Interaction / Dialogue Skills	Responds naturally; uses greetings and follow-up questions appropriately.	Participates actively; attempts natural interaction.	Limited interaction; may sound scripted or incomplete.

## Self assessment checklist:

- I used the Verb To Be correctly.
- I said my personal information.
- I used at least 3 SCRUM-related words.
- I used greetings and questions properly.
- I spoke clearly and listened to my partner.



## Bibliography & Web Resources

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- <https://dictionary.cambridge.org/>
- <https://www.ldoceonline.com/>



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