

# Для IT-специалистов

Урок 7: Stand-Up meetings

⌚ Длительность урока: 60 минут





# 1. Warm up

Ознакомьтесь  
с информацией



## People you don't want to see at a stand-up meeting

1. Obsessive phone-checker. Did someone on Twitter just favourite that pic of the team board? In addition to checking his / her phone, he / she likes to share what he / she sees with others during the standup. “Pssst, Bob, check out this Vine video or pic on Instagram”.
2. Team complainer. Everything and everyone sucks and no one knows just how bad they have it. Never discuss religion or politics with this guy, you'll waste your time and nerves.
3. Constant interrupter. He wants to prove just how awesome he is so you'll see him interrupt even if the topic doesn't really apply to him.
4. Water cooler guy. Did you see the last episode of The Walking Dead? Have you played Mafia 3? Is the new IOS better? He is the guy to ask you about all this things and the only person it is always possible to find at the water cooler rather than his workplace.

## 2. Vocabulary

Изучите  
новые слова



<b>beg pardon</b> - просить прощения	<b>briefly</b> - кратко
<b>conclude</b> - сделать вывод	<b>completely</b> - полностью
<b>estimate</b> - оценивать	<b>currently</b> - на данный момент
<b>mean</b> - иметь в виду	<b>deeply</b> - детально
<b>mention</b> - упоминать	<b>directly</b> - напрямую
<b>move on</b> - двигаться дальше	<b>especially</b> - особенно
<b>outline</b> - очертить	<b>extremely</b> - очень
<b>recap</b> - резюмировать	<b>likely</b> - похоже
<b>refer</b> - ссылаться	<b>mainly</b> - в основном
<b>share</b> - поделиться	<b>obviously</b> - очевидно
<b>sum up</b> - подбить итоги	<b>properly</b> - непосредственно
<b>acceptable</b> - приемлемый	<b>quite</b> - довольно
<b>instead</b> - вместо	<b>really</b> - действительно
<b>notes</b> - записи	<b>slightly</b> - слегка
<b>visual aids</b> - наглядные пособия	<b>totally</b> - полностью



## За. How to Ознакомьтесь с информацией

- **Discussing:** what I accomplished / what I plan to do next / what obstacles I met
- **Starting:** let's begin / the purpose of the meeting is / the way I see it
- **Useful phrases:** to start with / next / finally / in other words

*The way I see it, we should start with the plugin.* - *Как я считаю, начать нужно с плагина.*

*The purpose of our meeting is to describe the beta-version of our new product.*  
- *Цель нашего собрания - это описать бета версию нашего нового продукта.*

*Let's begin. I will talk about the last sprint and its results.* - *Давайте начнем.*  
*Я буду говорить о прошлом спринте и его результатах.*

## 3b. How to Ознакомьтесь с информацией



- **Opinions:** what do you think / how do you feel about it / I am in favour of
- **Agreeing:** I think you are right / I totally agree / absolutely
- **Disagreeing:** I don't think you are right /don't know about that / I totally disagree
- **Useful phrases:** therefore / thus / anyway / however

*I am in favour of changing our security system.* - Я склонен считать, что нужно менять нашу систему безопасности.

*That is a good idea. I totally agree!* - Отличная идея. Я полностью согласен.

*I don't know about that as our servers do not have enough free space.* - Я не уверен насчет этого, так как на наших серверах не достаточно места.

*Perhaps we should test the application one more time and check the user logs.* - Возможно, нам стоит протестировать приложение еще раз и проверить пользовательские логи.



## Зс. How to Ознакомьтесь с информацией

- **Changing topics:** let us move on / go to / the next item is / okay, we can move on
- **Interrupting:** I beg your pardon / excuse me / hold on / wait a second please
- **Clarifying:** what do you mean by / do you really think that / I hardly understand
- **Useful phrases:** overall / surely / as a rule / even though

*I beg your pardon. I hardly understand why we can not use Ubuntu for this project.* - Прошу прощения. Я не совсем понимаю, почему мы не можем использовать Ubuntu для этого проекта.

*Hold on, please! Do you really think that the browser is bug-free?* - Подождите, пожалуйста! Вы действительно считаете, что браузер работает без багов?

*Even though we completed it on time we still need to spend two weeks testing the project.* - Хотя мы заключили вовремя, все равно нужно провести две недели, тестируя проект.



### 3d. How to Ознакомьтесь с информацией

- **Resulting:** get up to date / coordinate efforts / identified as a team / shared problems
- **Closing the meeting:** let's summarize / sum up / recap
- **Concluding:** as a result / in conclusion / the main points are / briefly
- **Useful phrases:** I'd say that / what I mean is / that's true / likewise

*Okay, I hope everyone got up to date now.* - Хорошо, надеюсь, все уже в курсе событий.

*Let's sum up the results of the meeting.* - Давайте подведем итоги по результатам встречи.

*I'd say that we need to update the video player to get more fps.* - Я бы сказал, что нужно обновить видео-плеер, для того, чтобы получить больше fps.

## 4. Practice

Выполните  
задания



- **Выберите правильный вариант:**
  01. Our next step is ... I **begs/ beg / begging** your pardon, but I didn't catch your last phrase.
  02. What **are you / do you / is** you currently busy with? - The security code.
  03. How **will you feels / do you feel / did you felt** about our cloud service?
  04. Please, **let / lets / leted** me summarize what we discussed today.
  05. **On /in/ as** a result, the antivirus is blocking our plugins every time you try to add it to the browser.
- **Напишите правильную форму:**
  06. I'd (**to say**) that we can organize a stand up next week to share our ideas with others.
  07. The purpose of our meeting is (**to give**) details on our progress and briefly discuss next steps.
  08. What I (**to accomplish**) yesterday is quite an interesting offer from our partners.
  09. We completely (**to change**) our interface last week for more performance.
  10. Did you (**to write**) the report properly yesterday?
- **Исправьте ошибку:**
  11. In others words, we need to estimate costs for the new research.
  12. In start with, I would like to outline the main issues with the code.
  13. Therefour, we will communicate directly with our outsource department.
  14. I don't think that's a good idea. We should studied the error reports deeply.
  15. What do you mean buy the old version? We are still using it and there were no new updates!

Keys:

5. as, 9. say, 7. to give, 8. accomplished, 6. changed, 10. write, 11. other, 12. to start, 13. therefore, 14. study, 15. by,  
1. beg, 2. are, 3. do you feel, 4. let,



## 5. Life story

Просмотрите видео  
и выполните  
задание к нему



### ► **Business meeting** ►

#### **True or false**

1. The meeting is for IT specialists.
2. The marketing specialists think that the company will use a freemium model.
3. The company has a potential for growth.
4. Jack is at the meeting all the time.

#### **Keys:**

1. false (for marketing department), 2. false (they plan to sell it to business), 3. true, 4. false .

## 6. Phrasebook

Ознакомьтесь  
с фразами

”

**The purpose of our meeting is to estimate the issues with the platform.** - Цель нашей встречи - оценить проблемы с платформой.

**I don't think you are right. We need to totally change our methods of work.** - Я считаю, что вы не правы. Нам нужно полностью менять методы работы.

**He is likely to finish the stand-up meeting and recap what was said.** - Похоже, что он заканчивает встречу и подведет итоги сказанного.

**Excuse me, what do you mean by the acceptable number of users?** - Прошу прощения, что вы имеете в виду под приемлемым количеством пользователей?

**I'd say that the program is not completely tested on the mobile operating systems.** - Я бы сказал, что программа не полностью протестирована на мобильных операционных системах.

**People were not able to log in to their accounts, especially with the help of Facebook.** - Люди не могли зайти в свои аккаунты, особенно с помощью фейсбука.

**We are currently working on the shared problems that are remaining from the last sprint.** - Мы сейчас работаем над общими проблемами с прошлого спринта.

**You need to get everyone up to date on this quite a big traffic issue.** - Вам нужно всем сообщить информацию об этой довольно серьезной проблеме с трафиком.

**Anyway, we have already completed most of the tasks and mainly thanks to our great team work.** - Как бы там ни было, мы уже закрыли большую часть задач, в основном, благодаря нашей отличной командной работе.

**Do you really think that we can move on if we still have the compatibility problems?** - Вы действительно считаете, что мы можем двигаться дальше, если у нас все еще проблемы с совместимостью?



## 7a. Role play

Выберите  
правильный  
вариант



**Вы на официальной презентации нового сервиса по переводам.**

1. **Speaker:** Before we start, I would like to introduce myself. I'm Nick Holden.
  - a. *Hello, Nicolas Cage!*
  - b. *Hello, Bro!*
  - c. *Hello, Nick!*
2. **Speaker:** To start with, I will explain the main idea of our service.
  - a. *Nobody cares!*
  - b. *Great, it's really interesting.*
  - c. *Why am I here? My life is terrible!*
3. **Speaker:** The service provides an extremely accurate translation thanks to the new engine.
  - a. *I beg your pardon.*
  - b. *I beg for mercy.*
  - c. *I beg for money!*
4. **Speaker:** Yes, I'll be happy to answer any questions.
  - a. *Thank you, loser! I was just checking your reaction.*
  - b. *Thank you. What do you mean by the new engine?*
  - c. *Thank you. What engine do I use for my car?*
5. **Speaker:** Good question. It is a text to speech engine called "Digalo".
  - a. *I see, thank you. It is quite popular for such services.*
  - b. *I see, thank you. It is quite popular to find pokemons.*
  - c. *I see, thank you. It is quite popular to go disco dancing.*



## 7b. Role play

Выберите  
правильный  
вариант



**6. Speaker: I totally agree. The reason why we use it is its speed and quality.**

- a. Excuse me, but it is five o'clock and we are not drinking tea!
- b. Excuse me, but the solution from Acapela group is more efficient.
- c. Excuse me, but I am in the wrong room.

**8. Speaker: Digalo offered us the best discount currently possible.**

- a. Thank you, I see now.
- b. Thank you. I'm going to listen to my mp3 player now.
- c. Thank you, I'm going to play some games while you are talking.

**10. Speaker: According to the market research they are more likely to use our services.**

- a. Thank you for the answer. Please, go on.
- b. Thank you, people of America.
- c. Thank you, human beings!

**7. Speaker: I don't know about that. We analyzed it deeply and saw no advantages over Digalo.**

- a. Even though you are a hobbit, Gendolf will not like you.
- b. Even though I am bored, I don't want to sleep.
- c. Even though it is almost the same, the Acapela pricing for business is more attractive.

**9. Speaker: Anyway, our main target audience is people aged 25 to 50.**

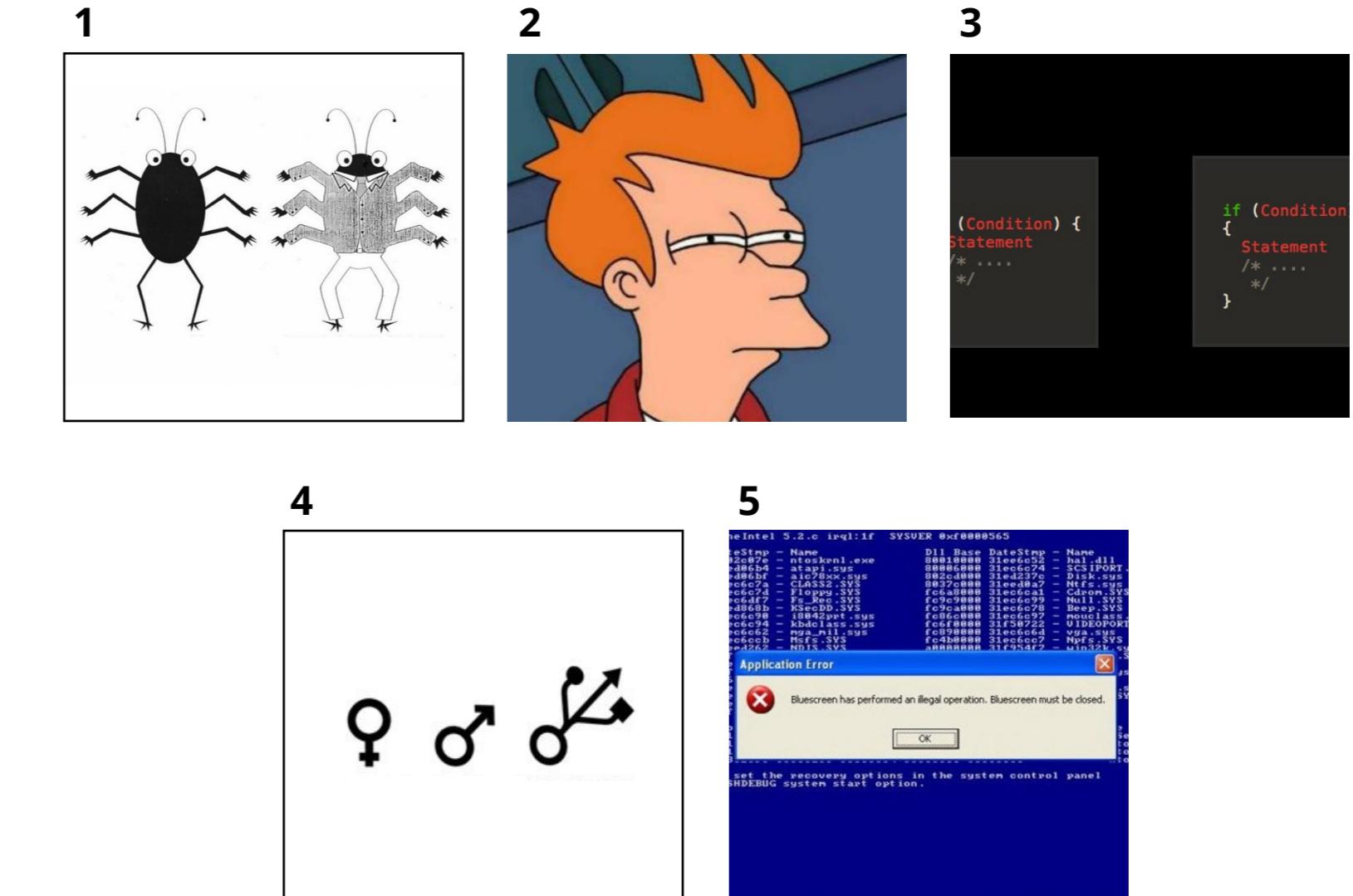
- a. Wait a second, please. Now continue.
- b. Wait a second, please. Now wait a minute, please.
- c. Wait a second, please. Why only this age group?

**Keys:**

1. a' 2. b' 3. a' 4. b' 5. a' 6. c' 7. a' 8. a' 9. b' 10. c'

## 8. Game

Подберите  
правильные  
заголовки  
к картинкам



- A. The difference between a bug and a feature
- B. Female, male, programmer
- C. There are two types of people
- D. When you fail at failing
- E. Not sure if I'm bad at coding or my colleagues are stupid

Keys:

1. а' 2. е' 3. с' 4. б' 5. п'

## 9. Discussion

Ответьте  
на вопросы



- **What was your last meeting? Give details.**  
*It was... about...*
- **Have you been a speaker at the meeting? Was it difficult?**  
*Yes, I have / No, I haven't. It was easy / difficult because*
- **Did somebody interrupt you at that meeting? Why?**  
*Yes, they did / No, they didn't because...*
- **Do you often disagree with a speaker at the meeting?**  
*I often / never / rarely / always use it... when...*
- **Is it polite to interrupt a speaker at an official presentation?**  
*I believe / think / guess it is /it isn't because...*