

## “Useful words and expressions from the course”

### Useful language

Revise the words and phrases you learned in Module 3

### Part 1. Describing programming steps and software requirements

#### Important programming terms:

- **Variable** means a number, a character, a string, etc. that can change.
- **Value** means data (a number, a character, a string, etc.) that is assigned to a variable.
- **Constant** means the value that does not change. It's the opposite of a variable.
- **Instruction** gives a variable or a constant its value.

#### Describing software requirements:

- **approve**

The customer **approved** the final version of our program, so we can move on and write specifications.

- **analyze**

How can we **analyze** the needs of target users?

- **debug**

There is a problem with starting the program. We need to **debug** it.

- **detail**

Requirements analysis process can be challenging because we need to look into a lot of **detail**.

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- *interview*

A good way to collect *information about future program features* is to *interview potential users*.

## Part 2. Assigning and delegating tasks

Assigning tasks:

- **have (got) someone's name on it**

*Michelle, we have got your name on this one.*

- **work with that one**

*Who's gonna work with that one?*

- **move forward from ... to ... take the lead on something for the next iteration**

*Who can help us move forward from manual testing to automated testing and take the lead on that for the next iteration?*

- **Can I task you with finding out as much as you can about ...?**

*Can I task you with finding out as much as you can about improving the website UI?*

- **Would you mind + verb+ing ...?**

*Would you mind writing the test cases, Alex?*

- **Could you deal with that?**

*We need a mockup for this client's website. Could you deal with that?*

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### Prioritizing tasks:

- **be the highest priority**

*I am wondering which ones of those do you think are **the highest priority**, which ones we should focus on during the next iteration and that would give us **the highest value**?*

- **be top two or top three**

*Which ones would be your **top two or top three**?*

### Looking for volunteers:

- **Would anyone like to volunteer?**

*Our scrum master is on vacation. **Would anyone like to volunteer** to conduct some scrum meetings?*

- **I need somebody to help me out.**

*Our scrum master is on vacation, so **I need somebody to help me out**.*

### Checking on progress:

- **How soon can you finish the training program, do you think?**

— *How soon can you finish the training program, do you think?*  
— *I can finish it by Monday afternoon.*

- **How long will it take to do it?**

*How long will it take to write the test cases?*

### Setting the deadline:

- **We'll need about three months.**

— *How long will it take to design a new system under the customer's requirements?*  
— *We'll need about three months.*

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- **Can you send me the report by Friday midday?**

— Can you send me the report by Friday midday?

— Sure.

- **Hopefully, we will finish this in the next several weeks.**

*Hopefully, we will finish mockup for this website in the next several weeks.*

### Accepting a task or rejecting it:

- **Sure, I'll ...**

— Can you send me the report by Friday midday?

— Sure, I'll do that.

- **I don't mind.**

— Our scrum master is on vacation. Would anyone like to volunteer to conduct some scrum meetings?

— I don't mind.

- **That's OK with me.**

— Could you deal with writing the specifications?

— That's OK with me.

- **It's a bit difficult, you know.**

— Would you mind conducting scrum meetings, Alex?

— It's a bit difficult, you know.

- **I'm afraid I won't be able to ...**

— Can I task you with finding out as much as you can about improving the website UI?

— I'm afraid I won't be able to do that because ...

## “Useful words and expressions from the course”

### Part 3. Talking about your experience of working on a team at a project interview

- ***build good relationships***

*It is challenging to **build good relationships** with colleagues when you work in a large team.*

- ***improve***

*Before, I didn't know how to talk about my strengths and weaknesses at a job interview, but overtime I **improved** my interview skills.*

- ***gain a lot of useful experience***

*Thanks to working at PwC, I was able to gain a lot of useful experience.*

- ***develop my own ideas***

*I prefer working at companies where I can **develop my own ideas**.*

- ***initiate***

*Being able to **initiate** a change is an important skill of a project manager.*

- ***integrate into the team***

*To go through onboarding process successfully, you need to **integrate into the team** and understand the organizational culture.*

- ***do your best***

*I always try to **do my best** when I face a challenging task.*

- ***cope with***

*At first, I thought the task was too complicated, but in the end I **coped with it**.*

- ***make decisions***

*Being able to **make decisions** is a must-have skill for any modern employee.*

## “Useful words and expressions from the course”

- ***make progress***

*Every employee **makes progress** at their own speed.*

- ***manage to***

*After three months of searching, I finally **managed to** find a job as a software developer.*

- ***reach professional goals***

*At my previous workplace, I was able to **reach some of my professional goals**.*

- ***complete tasks within the deadline***

*After this time management training, I learned how to **complete tasks within the deadline**.*