

Prividing Detailed Updates

Support Pack

Contents

What's in it for me?	2
Emergency aid	3
Sample answer 1	3
Sample answer 2	4
Brief Information Boxes	5
How can I revise it?	6
Links to sways and Quizlet sets	7
Detailed Information Boxes	8

What's in it for me?

Q: *In what situations might the framework and language from the course be useful?*

A: In a variety of situations:

- In daily stand-ups, to share updates on your progress, discuss complete and incomplete tasks and what the team members are planning to work on that day.
- During sprint planning, to discuss the work to be done and make a plan for completing it. Progress on previous sprints may also be discussed.
- During sprint reviews, to discuss progress, get feedback and make plans for the next sprint based on the current progress with work.
- In backlog refinement meetings, to review and update the backlog (list of tasks). It's another opportunity to provide updates on work progress.
- During sprint retrospectives, to discuss what went well, what didn't, and how you can improve in the next sprint.
- During project status meetings, to keep management and relevant stakeholders informed.

[Back to Page 1](#)

Emergency Aid

Q: I have a meeting in 15 minutes. How can you help me prepare?

A: Feel free to take inspiration from the example responses provided below. You can also use the brief Info Boxes for a quick review.

Sample answer 1

Tomas: Good morning, everyone! Let's kick off our sprint meeting with updates on our tasks. Anna, why don't you start?

Anna: Sure. As you know, I've been actively trying to compile the data for our metrics report over the past week. I've completed the sales and marketing sections, which went smoothly thanks to the excellent data we've collected. Currently, I'm working on the financial metrics. It seems like things slowed down a bit with this section due to some discrepancies in the financial data. I've contacted the finance team, and they're resolving the issue. If all goes well, I'll be able to finish by the end of this week.

Tomas: Good to hear. Any other updates?

Anna: Yes. One of the gaps that we still need to fill in is our customer satisfaction metrics. I'll be doing a deep dive into customer feedback after wrapping up with the financials.

Tomas: Thanks for the thorough update, Anna. Let's make sure that customer feedback is properly analyzed. Mike, how about you?

Mikah: Over the past couple of days, I've been focusing on improving our app's interface. I'm happy to report that I'm just about done with the task, with only a few minor tweaks remaining. Hopefully, I'll start working on user feedback improvements tomorrow. We have several suggestions that need to be implemented for the user experience upgrades.

Tomas: Terrific stuff, team! Let's continue this momentum and ensure we tackle all tasks effectively. This meeting has given us a clear picture of where we stand.

Sample answer 2 (simpler version)

Casey: Good morning, team! Let's begin our sprint meeting updates. Maria, could you start us off?

Jae: Absolutely. Over the past week, I've been actively working on the website redesign. I've completed the homepage, which was quite a smooth process. Right now, I'm working on the product pages. There's a fair lot going on there, given the variety of products we offer. After I finish the product pages, I'll move on to improving the checkout process. Hopefully, I'll start refining the user interface by next week. One of the gaps we need to fill in is a way to make the checkout process more user-friendly.

Casey: Thank you, Maria! ...

Brief Information Boxes

L2. Providing a detailed update on task completion:

- Present Perfect -> Past Simple

We've **come** a long way with one of the key functionalities, namely 'Adding games to Cart'.

Last week, we **updated** the cart feature to enable users to easily add or remove items, which **involved** refining the user interface.

L3. Providing a detailed update on work in progress:

- Present Perfect Continuous ->
Past Simple / Present Perfect -> Present Continuous

Well, these past few days, we've **been working on** the 'Ordering games' feature.

We've **come** a long way with one of the key functionalities, namely 'Adding games to Cart'. Last week, we **updated** the cart feature to enable users to easily add or remove items, which involved refining the user interface.

L4. Talking about your next steps:

- will be ___ing

In the upcoming week, we'll also **be conducting** a round of user testing to validate all the changes.

- will ___

If all goes well, we'll **be** done by the end of the week.

- will / won't + likely ___

There **will likely be** some feedback that we'll **need** to process quickly.

L5. Evaluating progress with work:

have ... that need(s) to be ...ed

(One of) the gaps that we need to fill in is/are ...

be actively trying to ...

There's a fair lot going on (with ...)

have come a long way (with ...)

be just about done (with ...)

It looks like ... have/has been a little slow.

It seems like things slowed down a bit (with ...).

Framework:

Step 1: introduce the ongoing work that you have spent some time on

Step 2: describe the parts that are already done

Step 3: give a snapshot of your current activities

Step 4: talk about your next steps

(!) Remember to add some evaluation of progress.

[Back to Page 1](#)

How can I revise it?

I have more time and want to revise. What would you recommend?

You can continue exploring this support pack and:

- Review the course lessons (go through the **sways**).
- Do the **optional homework activities** at the end of sways, especially if you haven't done them yet.
- Use the **Quizlet sets** in different learning modes to remember the target language better.
- Revise the target language with the help of the **detailed Information Boxes**.

[Back to Page 1](#)

Links to sways and Quizlet sets

Lesson	In this lesson you have...	Sway	Quizlet set
L1. Kick-off	Met your new groupmates and learnt about the Course.	link	
L2. Reporting task completion	Learnt how to make a detailed update on task completion.	link	
L3. Reporting partially completed work	Learnt how to make a detailed update on partially completed work.	link	
L4. Reporting next steps	Learnt how to talk about the next steps.	link	
L5. Evaluating progress	Learnt how to evaluate your progress with work.	link	link
L6. Revision 1	Revised the language of the course.	link	link
L7. Revision 2	Revised and consolidated the language of the course.	link	

Detailed Information Boxes

L2. Providing a detailed update on task completion

When providing a **detailed update on task completion**, you would:

<p>1. <u>simply report</u> if the task is done or not</p>	<p>Present Perfect</p> <p>+ Ø already since [last week] so far not ... yet* still ... not*</p>	<p><i>We've come a long way with one of the key functionalities, namely 'Adding games to Cart'.</i></p> <p><i><u>Last week</u>, we updated the cart feature to enable users to easily add or remove items, <u>which</u> involved refining the user interface. <u>And then</u> we implemented the functionality for selecting a type of payment. Users can now choose their preferred payment method, <u>which</u> is great! <u>As soon as</u> that was done, the team developed some algorithms to accurately sum up the prices of individual games, with discounts or promotions applied. The QA team, they conducted some testing, and everything seems to be working fine.</i></p>
<p>2. <u>provide details</u> about how the work went</p>	<p>Past Simple</p> <p>+ ... which [I didn't expect] that/it/they [was quite <u>hard</u>] (first) ... and then ... (right) after/before [he left] as soon as [we received it]</p>	

Note!

- ☑ In negative sentences, '**yet**' and '**still**' go to different parts of the sentence; also, '**not...yet**' tends to sound a bit more optimistic than '**still...not**'. Compare:

*It seems Paul **hasn't** looked at this issue yet. (≈ But he will as soon as he has the time!)*

*Paul still **hasn't** looked at this issue. (≈ This delay is frustrating me...)*

[Back to Page 1](#)

L3. Providing a detailed update on work in progress

When providing an **update on partially completed work**, you would:

<p>1. introduce the <u>ongoing work</u> that you have <u>spent some time</u> on</p>	<p>Present Perfect Continuous</p> <p>+ this past [week] these past [few days] over the last [month] since [last Monday] for [the last couple of weeks]</p>	<p><i>Well, <u>these past few days</u>, we've been working on the 'Ordering games' feature.</i></p>
<p>2. describe the parts that are <u>already done</u></p>	<p>Past Simple* / Present Perfect*</p>	<p><i>We've come a long way with one of the key functionalities, namely 'Adding games to Cart'. <u>Last week</u>, we updated the cart feature to enable users to easily add or remove items, <u>which involved</u> refining the user interface.</i></p>
<p>3. give a snapshot of your <u>current activities</u></p>	<p>Present Continuous</p> <p>+ (right) now currently at the moment still</p>	<p><i><u>Currently</u>, we're working on the functionality for confirming orders. We're addressing some performance issues identified during testing to ensure smooth functionality across different devices and screen sizes.</i></p>

Note!

- ☑ Usually, we would use **Past Simple** with more specific time markers:

*Last week, we **updated** the cart feature to enable users to easily add or remove items [...].*

- ☑ And we would use **Present Perfect** with no time markers or unspecific ones:

***We've come** a long way with one of the key functionalities [...]*

L4. Talking about your next steps

When talking about **your next steps***, you can talk about:

<u>plans</u>	will / won't be ...ing*	<i>In the upcoming week, we'll also be conducting a round of user testing to validate all the changes.</i>
<u>hopes and expectations</u>	<p>Hopefully, If all goes well, I'm/We're hoping + will / won't ...</p> <p>will / won't + likely</p>	<p><i><u>Hopefully</u>, once we resolve these performance issues, users will go through the checkout process easily and they will be able to confirm their order fast.</i></p> <p><i><u>If all goes well</u>, we'll be done by the end of the week.</i></p> <p><i>There will likely be some feedback that we'll need to process quickly.</i></p>

Note!

- It's most effective to talk about your next steps at the end of your speech, after setting the context.
- In everyday English, people also use 'be going to be ___ing', which sounds a bit more informal than 'will be ___ing':
*A bunch of the repos have gone inactive, so we're **gonna be revisiting** them to see if they should be archived or not.*

[Back to Page 1](#)

L5. Evaluating progress with work

When **evaluating progress with work**, you can mention:

significant progress made	have come a long way (with ...) be just about done (with ...)	<i>Since our last meeting, I've come a long way with the feature.</i> <i>I think I'm just about done with the task.</i>
intensive work in progress	be actively trying to ... There's a fair lot* going on (with ...)	<i>I've found some unexpected bugs during testing. Now I'm actively trying to fix them.</i> There's actually a fair lot going on at the moment. The marketing team has launched The design team has also begun...
work to be done in the future	have ... that need(s) to be ...ed (One of) the gaps* that we need to fill in is/are ...	<i>We still have a few tests that need to be run.</i> <i>Well, one of the gaps that we need to fill in is ensuring seamless communication between the marketing and development teams</i>
not enough progress made*	It looks like ... have/has been a little slow. It seems like things slowed down a bit (with ...).	<i>Well, it looks like things have been a bit slow.</i> It seems like things slowed down a bit as I had to refactor some code and optimize the performance.

Note!

- 'A fair lot' going on refers to 'quite a lot of work'.
- 'Gaps to fill in' are 'things that are lacking'.
- To avoid sounding too negative, it's important to use downtoners: *It looks like, It seems, a little, a bit.*

[Back to Page 1](#)