

LearnEnglish Select Upper Intermediate

8.2 Closing a project

Useful language

Leading a meeting

This is a project review meeting to ...
 As this is a formal meeting ... has kindly agreed to take minutes and record action points.
 We've already covered point ...
 Before we start on point ... , does anyone have any other business?
 To bring this meeting to a conclusion ...
 Right, let's move on to agenda item number ...
 I'd like to focus now on ...
 If I can just bring us back to the ...
 Could you minute some action points on this?
 To wrap up ...

Congratulating

Many thanks to everyone involved.
 Congratulations on a job well done!
 I'd like to add my congratulations.
 Really well done, team!
 The team as a whole should take most of the credit.

Adverbs

unfortunately
 luckily
 hopefully
 interestingly
 fortunately
 actually
 most importantly,
 surely
 nicely
 rightly

Grammar

Past perfect simple and past perfect continuous

We use the past perfect to describe events or situations that happened in the past **before** another action, event or situation in the past:

*When I arrived at the office, the meeting **had** (already) **finished**.*
 (The meeting finished before I arrived at the office.)

The past perfect form (*had* + past participle) is often used in combination with the past simple.

Julio isn't here. He's just gone out. (present perfect)

*Julio wasn't there. He **had** just **gone** out.* (past perfect)

When I arrived at the office, the meeting started. (past simple + past simple)

*When I arrived at the office, the meeting **had** (already) **started**.* (past simple + past perfect)

We use the past perfect continuous (*had been* + verb + *-ing*) to refer to the length of time of an action, event or situation before another occurrence in the past.

*The clients weren't very happy. They **had been waiting** for more than an hour.*

Check my progress

Are these statements true for you? If not, go back and do some activities from the unit again.

	Yes	No
I can lead a project review meeting.	<input type="checkbox"/>	<input type="checkbox"/>
I can wrap up a project.	<input type="checkbox"/>	<input type="checkbox"/>
I can congratulate colleagues.	<input type="checkbox"/>	<input type="checkbox"/>