

LearnEnglish Select Upper Intermediate

6.4 Discussing the change of plan

Useful language

Discussing a document

You'll see that in the opening sections
I've summarised the (situation)
The document gives some ideas about
(how we can approach this ...)
I've included a ... section in the ...
Let's look at the ...
That's the right-hand column, I assume?

Discussing future outcomes

It will mean that we/we'll have to ...
It's going to mean a lot of...
It really is a great opportunity for us to ...
We'll be able to (give our staff the
chance to develop).
We'll save money by ...

Writing a follow-up email

It was good to talk to you (just now) ...
I'm writing to confirm ...
We were very sorry to hear ...
I apologise for/that ...
However, ...
As I said on the phone, we'll
... by ... our time.
Kind regards

Expressions with 'plan'

Verb + *plan*

make
devise
change
draw up
come up with

Plans in the workplace

financial
career
strategic
action
contingency

Other expressions with plan

plan ahead
go as planned
plan in advance
plan to the last detail

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 present a revised plan to a manager.	<input type="checkbox"/>	<input type="checkbox"/>
I can discuss negative and positive aspects of a proposal.	<input type="checkbox"/>	<input type="checkbox"/>
I can write and present an action plan.	<input type="checkbox"/>	<input type="checkbox"/>