

Progress check meetings Present Perfect practice

Using the verbs, objects (in brackets) and/ or time expressions on the next page if you like, roleplay a meeting where a boss is checking what things are finished and which aren't finished yet, with questions like "(I want to check the progress of.../ How are we getting on with...?) Have you... (yet)?". The person answering should give negative answers to at least half of the questions, explaining why each time.

OR

The person answering should flip a coin and say "Yes" if they get heads but "No" if they get tails.

Give extra information like:

- When it was done
- Why it isn't finished yet
- When it will be finished

Discuss each item for longer if you like, do the same with other questions, then switch roles after five or six questions.

Grammar presentation

Without looking on the next page, brainstorm possible time expressions into each of these boxes, trying to include things that the other groups don't think of. A few expressions can go in each box.

Time expressions used with Present Perfect for unfinished times	Time expressions used with Past Simple for finished times

Look below for ideas and write more.

Check your answers as a class. You will get one point for each unique correct thing you call out, but you get no points if someone else has written it down and minus one point if it is incorrect in some way. Even expressions which are only very slightly different from what other people have written will also get one point (if they are correct).

Do a similar roleplay, but this time divide up completing the jobs which haven't been done yet between you as you discuss them.

Useful language for progress check meetings

(I want to check the progress of.../ How are we getting on with...?) Have you... yet?

Possible things to ask about

- adjust (the air conditioning)
- apologise (to a customer)
- assemble (the new desks)
- attend (your performance evaluation meeting)
- calculate (this quarter's profit)
- change (your email password)
- check (your email)
- choose/ select (a new supplier)
- collect (everyone's mobile phone numbers)
- complain (to the building management)
- discuss (who wants to take early retirement)
- download (the map for next week's meeting)
- fill (the coffee pot)
- give (everyone new business cards)
- install (virus protection)
- invite (the shortlisted candidates for interview)
- make (a list of everyone's mobile numbers)
- move (the boxes of photocopy paper)
- negotiate (cheaper photocopy paper)
- organise (a Christmas party)
- pay (the suppliers)
- phone (the Sales Director)
- prepare (the agenda for the meeting)
- present (the new product to your customers)
- print (the minutes of the meeting)
- purchase (new laptop computers)
- read (the new safety regulations)
- repair (the sink in the toilet)
- send (the new catalogues)
- shortlist (20 job candidates)
- sign (your new contract)
- socialise (with the visiting guests)
- thank (the people we visited in America)
- train (the new recruits)
- wrap (the retirement present)

Possible time expressions

- one or two minutes/ hours/ days/ weeks/ months ago
- a couple of minutes/ hours/ days/ weeks/ months ago
- a few minutes/ hours/ days/ weeks/ months ago
- around... ago/ about... ago
- at least... ago
- already
- yet
- before this meeting
- just
- today
- yesterday
- yesterday morning/ afternoon/ evening
- the day before yesterday
- this week/ month/ year
- last week/ month/ year
- the week/ month/ year before last
- at seven o'clock/ half past six/ midnight
- in April 2020
- in 2020