

Week 1 – Intensive Class 2 (IC2) – Giving an ORAL weekly report September 2015

Many companies have “weekly meetings” to report the status of projects, products, or other business situations. As a result, it is very important to be able to give a status report in an effective, professional, and organized manner. Today, we are going to study how to give a simple “5-Point” Status Report.

Giving a 5-Point Report

Three Key Steps:

Step 1: Starting Phrase: Let me update you on the current situation.

Step 2: State Details:

First,...(+ 2 – 3 details)

In addition,(+ 2 – 3 details)

Furthermore,(+ 2 – 3 details)

To add to that,(+ 2 – 3 details)

Finally,(+ 2 – 3 details)

Step 3: Ending Phrase: That’s the current situation.

Example Status Report

Let me update you on the current situation.

First, we are still working on the new specifications. We found some bugs in the software. As a result, we are working to resolve the situation.

In addition, our engineers are making a new software for our product. We believe this new software will be more dependable. Also, the new software will be easier to use for our customers.

Furthermore, we found two new problems. First, the specifications need to be revised due to the number of problems with the hardware. Second, the factory in China has some issues with Quality control. Therefore, we will visit China next week for an inspection of the factory line.

To add to that, our vendors in China have promised to send us the new part by the end of next week. We believe this new part will make our product better. In addition, this new part is not really expensive compared to the old part. So, that is one merit of the new part from China.

Finally, our team is working hard to finish the product testing at our Shirakawa factory. So, we believe our product will be able to launched on time and as schedule.

That's our current situation.

Check Points for your speaking:

1. Is your English clear?
 2. Is your pronunciation correct?
 3. Is your voice dynamic and at a good volume level?
 4. Are you speaking with confidence?
 5. Are you using pauses, emphasizing, and stretching KEY words?
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Homework:

1. Think of your weekly meetings and make a sample weekly report using today's "5-point" Status Report technique.
2. Try to use actual information to make your report real and practical.
3. Be prepared to give your ORAL status report in the next class.
4. Advice: Practice your ORAL report and speaking many times until you feel confident.
5. When you English is confident, your listener will also believe you more.

Good Luck!