

Week 7 – Intensive Class 1 (IC1) – “Giving a Business Update”

October 2015

- *In business, it is very important for you to be able to give a “business update” in business situations.*
- *In addition, it is also important to be able to discuss “give a business update” in a clear, professional, and organized way.*
- *Today, you will learn key phrases that NATIVE ENGLISH speakers like to use in business situations.*

Today’s Key Point: Giving a “Business Update”

3 Key Question Phrases:

- 1. Can you give us an update on?
- 2. What is the current situation regarding....?
- 3. Can you give us a current update on ...?

Speaking Technique:

Step 1: Starting Phrase

Let me give you an update on the current situation.

Step 2: Explain your update

- For starters....
- In addition, ...
- Finally,

Step 3: Ending Phrase

That’s the update on the current situation.

Example #1: Can you give us an update on your project?

Let me give you an update on our project.

For starters, our engineering team is finished with the final specifications. **In addition**, we will contact our vendor to discuss our new product next week. **Finally**, we plan to launch our new product on November 1st.

That's the update on the current situation.

Example #2: What is your current situation regarding the new product?

Let me give you an update on the new product.

To begin with, we were able to find all of the bugs in our software last week. **Furthermore**, we finished our budget report on October 23rd. **Lastly**, we will visit our China factory next week to check the quality control issue.

That's the update on the current situation.

Example #3: Can you give us a current update on your situation?

Let me give you an update on the current situation.

First of all, our sales figures have increased compared to last year. **Additionally**, we will attend an international meeting next week to demonstrate our new amplifier. **Finally**, we were able to make a new contract with our Vietnamese vendor on October 15th.

That's the update on the current situation.

Homework:

- Directions:
- 1. Today, you learned key phrases to give an UPDATE in business situations.
- 2. Make 5 original updates about your job, work situation, or project.
- 3. Total: 5 Original Updates
- 4. Printout your homework and bring it to class next week.
- 5. Good luck!