

Become a global TM with Aspire's Micron Moments!

PLAN THE RIGHT WAY, THE MICRON MOMENT'S WAY!

Planning a schedule is an important part of any project. It shows the goals, dates, responsibilities, etc. of all the people that are a part of the project. It is done in stages and in this Micron Moment, we will look at different language for each stage.

EXAMPLES

Stating the current situation

- ✓ At the moment, the schedule...
- ✓ The situation is that...
- ✓ We've already...

Saying what needs to be done

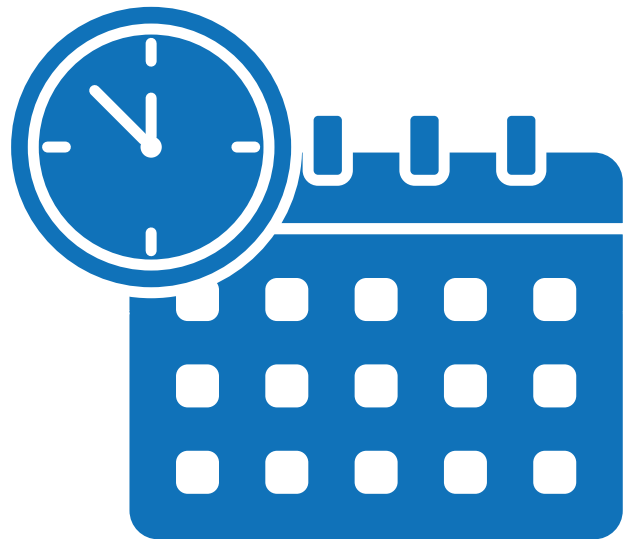
- ✓ The aim is to...
- ✓ We plan to...
- ✓ We need to...
- ✓ It's important that we...

Asking about dates and times

- ✓ What's the deadline?
- ✓ What date...?
- ✓ How much time do we need for...?

Proposing a plan

- ✓ What if ...?
- ✓ Let's ...
- ✓ Why don't we...?



Summarizing/confirming the plan

- ✓ Is everyone happy with...?
- ✓ I'm/you're/we're going to...
- ✓ So, to summarize...
- ✓ Let's confirm the plan...

EXAMPLE DIALOGUE

A: Thank you everybody for being here. The situation is that the parts we need to finish the project are delayed again. This will make us miss the deadline if we don't implement the plan that we discussed the last time.

B: We discussed a few options. Which plan are we going to go with?

A: We plan to go with the other supplier. The parts will be here next week because we can't risk missing the deadline. This project is too important.

B: How much time do we need to install the parts once we get here?

A: If we get the parts next week, we have a little bit of time. We will be ahead of schedule if we can install them by Wednesday.

B: What if my crew came on Saturday? We could have it done by Monday and then we will be even more ahead of schedule.

A: That would be great. If we can complete the project early, it will free up resources for some other important things.

B: No problem, I'll tell my crew to come on the weekend the parts come in.

A: Thank you. So, to summarize I will order parts this afternoon. They will be here on Monday or Tuesday of next week. I will let you know, and your crew will assemble the parts on Saturday so that we can test and confirm on Monday. Is everyone happy with that?

B: Sounds good!

YOUR TURN!

Plan a schedule for the following activities:

1. A birthday party for a co-worker.
2. A welcome party for your new boss.
3. A retirement party for your old boss.
4. Put a gym on the 3rd floor of G building or in your Micron office.
5. Put a relaxation area (video games, sleep room, small theatre) on the 3rd floor of G building at Fab-15 or in your Micron office.

Click [here!](#) for more advice and techniques for Meeting English!