

Become a global TM with Aspire's Micron Moments!

GIVING UPDATES

One important thing you will have to do in global meetings is give clear updates on the progress of your work/projects. You should consider the following points when giving an update.

1) Be specific - Say what has been completed so far or what still needs to be done. You can also report on what you are currently doing.

I've already finished ..., but I still need to ...
I completed the ...yesterday and we're ... -ing now.

2) Give dates/times - Let everyone know when you think you'll finish a task.

I should be able to get ... finished by (date).
I'll have ... done by (date).

ASKING FOR UPDATES

If you are a manager, you will have to ask your team members for updates in meetings. Getting regular updates will help you to manage your project, so you will be able to meet the deadline. See the phrases below for ways to ask for an update:

What's the current status of ...?
How's the ... coming along?
Can you update me on ...?
What's happening with ...?

Look at the example sentences on the next page!



EXAMPLES

Updating on Completed Tasks

I've finished the failure report and I'll have it to you by tomorrow morning.
We completed the testing yesterday and we're writing up the report now.

Updating on Unfinished Tasks

I haven't finished the report yet, but I should be able to get it to you by the end of the week.

We're still trying to complete the testing, but I'm sure we'll have it done by Wednesday.

Reporting on Problems

We've run into a problem with the circuit layout.
We've found an issue with the supply chain.



Asking for Updates

How's the report coming along?
What's the current status of your design project?

EXAMPLE DIALOGUES

Hiroshi: How's the layout design coming along, Kim?

Kim: We finished the first stage last week and we're looking at the data now. We still need to do some further tests, so it will take a bit longer than we thought. I should be able to give you a clear timeline by tomorrow morning.

Hiroshi: Great, thanks for the update, Kim.

Hiroshi: What's the current status of your investigation into the equipment issue, Yuka?

Yuka: We've already run some tests on the equipment, and we are processing the data now. We haven't recorded the results yet, but we should be able to get it done by the end of the day. I'll send the report to you by 10 am tomorrow morning.

Hiroshi: Great. Thanks for your hard work on this, Yuka.

YOUR TURN!

Think of a project/task that you're currently working on. Prepare to give your instructor an update on the progress of your project. Remember to include tasks you've completed, tasks that still need to be completed and possible deadlines for these unfinished tasks.



Click [here!](#) for more advice and techniques for global meetings!

