

# Phrases for Requesting & Sharing Updates

## Requesting progress updates at work :

"What's the status on (project/task name)?"  
"Can you please provide an update on (project/task name)?"  
"How far along are you/we on the (project/task name)?"  
"How is (project/task name) coming along?"  
"Where are we with the (project/task name)?"

## Reporting positive progress :

to be on track - *To have made the expected amount of progress on a project or task so far.*

to be ahead of schedule - *To have made more than the expected amount of progress.*

to be making great progress - *To be working successfully at a good speed.*

it's been smooth sailing - *To be working well with no issues or delays.*

the wheels are in motion - *To be moving forward, typically after a slow start.*

## Reporting delays or issues :

to be behind on - *To have made less progress on a task or project than expected by now.*

to hit a few snags - *To run into some challenges or problems that might delay progress or affect quality.*

to be completely derailed by - *To have progress totally interrupted due to another event or problem.*

to fall behind - *To have missed some key progress deadlines or milestones on a project/task.*

## Phrases for delivering news :

"I hate to be the bearer of bad news"

"Let's not beat around the bush"

"I hate to burst your bubble, but . . ."

"I'll just tell it to you straight"

"I wanted to touch base with you about . . ."

"You should just rip the bandage off and tell her"



## Practice assignment:

- Most of the phrases in the notes for reporting progress and delays begin with a verb (to be, to fall, etc.). Choose 4 phrases and use them in the past simple and present perfect tenses.
- Write 3 interactions between two people. One asks for an update and the other provides information.
- Do you remember what the phrases for delivering news mean? If not, look them up online.

Find the full lesson & other resources at  
[www.TheTEFLLab.com](http://www.TheTEFLLab.com)

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