



# Clarifying Project Requests

*Clarifying or Correcting Project Misunderstandings*





# Lesson 2: Clarifying Project Requests

## *Clarifying or Correcting Project Misunderstandings*

### Language Point

*Confirming details and disagreeing with demands:*

- Interrupting is necessary to clarify meaning in statements. Confirm by repeating what was said to check the meaning (e.g. “Hang on / Just a minute...” --- “Are you saying...? / Do you mean...?”)
- Ask questions if you find a problem or issue with a proposal or idea (“...”)





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## *Clarifying or Correcting Project Misunderstandings*

In the dialog below, a project manager and engineer discuss issues with a database security project budget and schedule. Put the phrases below into the blank spaces in the dialog.

### Key Terms

- ① *How will we... ? / How do you...?*
- ② *Are you ...? / Do you ...?*
- ③ *So, ... / ...?*
- ④ *...*

Project Manager: \_\_\_\_\_ stay on budget with this security upgrade?

Engineer: Wait, \_\_\_\_\_ about ...?

Project Manager: Just the upgrade.

Engineer: Yes, you're right — we might need extra time to test changes.

Project Manager: ...?

Engineer: ...

Project Manager: ...

Engineer: ...





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## ***Discussion Problems 1 & 2***

Use the phrases below in the following discussions with your instructor.

***SITUATION 1:*** You're building a parking garage and need to talk to the project manager about the budget and timelines. Explain the project plan:

***SITUATION 2:*** Your factory needs a packaging system for its products.

### Key Terms

- ① *How will we... ? / How do you...?*
- ② *Are you ...? / Do you ...?*
- ③ *So, ...? / ...?*
- ④ ...





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## *Extended Discussion Problem*

Your car company is designing a self-driving electric vehicle (AEV). The chief engineer wants to discuss project timelines and budget. Clarify & confirm: ① is the battery in it's final pilot test stage and ready to ...? ② is the prototype ready for ...? ③ will the project stay ...? Ask questions about the project to the engineer and prepare to .... Use the phrases below.

### Key Terms

- ① *How will we... ? / How do you...?*
- ② *Are you saying...? / Do you mean...?*
- ③ *So, what if...? / Have you thought about...?*
- ④ *Hold on / Just a minute*





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## *Final Discussion Problem*

You are organizing a rescue project for an earthquake in Africa. Your chief engineer has requested more resources... Your budget limit is US\$... Discuss the budget and organize... They received funds for: ① transport equipment (\$1,700,000) ② ... packages (\$...) ③ ... equipment: ( \$...) ④ . aid (\$...)  
Explain to the engineer that ... The expenses are ... Talk to your engineer about the costs.

### Key Terms

- ① *How will we... ? / How do you...?*
- ② *Are you saying...? / Do you mean...?*
- ③ *So, what if...? / Have you thought about...?*
- ④ *Hold on / Just a minute*

