

LINGUA AGENTS

MANAGING PROJECTS IN ENGLISH

THE BASICS

Lesson Summary

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1. Vocabulary

All the key terms from this lesson, with meanings and example sentences.

Word / Phrase	Meaning	Example
project	A piece of work with a goal, a team, and a start and end date.	We have been working on this project for three months.
task	A single piece of work that needs to be completed.	I have three tasks to finish before the end of the day.
team	The people who work together on a project.	The team has done an excellent job this week.
deadline	The final date by which the work must be finished.	We need to meet the deadline or the client will be unhappy.

plan	A document or idea that sets out what needs to be done, by whom, and by when.	The manager shared the plan at the start of the project.
update	Information that tells someone how a project or task is progressing.	I will send you an update by Friday.
on track	Progressing as planned, with no significant delays.	The project is on track and should finish on time.
off track	Behind schedule or facing delays or problems.	We are slightly off track because of a supplier issue.
problem	Something that goes wrong or creates a delay.	There is a problem with the delivery. We need to act quickly.

2. Grammar — The Present Perfect

Use the present perfect to talk about actions that are finished but connected to the present. It is formed with have or has plus the past participle.

Form	Example
Affirmative	We have finished the report. (We've finished the report.)
Negative	She hasn't sent the update yet.
Question	Has the team started the plan?

In this lesson we focus on the three core forms: affirmative, negative, and question.

3. Useful Phrases

Phrases from the lesson you can use immediately at work.

Phrase	Use it when...
The project is on track.	Giving a positive status update to a manager or colleague.
We've finished two of the three tasks.	Reporting progress using the present perfect.
I haven't sent the update yet.	Explaining what still needs to be done.
There's a problem with the deadline.	Flagging an issue to your manager or team.

Has the team started the plan?	Checking on progress using a present perfect question.
Here's a quick update.	Opening a status report or team briefing naturally.

4. Common Confusions

task vs project

A project is the whole piece of work, from start to finish. A task is one specific thing you need to do within that project. A project has many tasks.

on track vs on time

On track means the project is currently progressing as planned. On time means the project was delivered by the deadline. You can be on track during a project and still miss the deadline, or fall behind and recover.

update (noun) vs update (verb)

Update is both a noun and a verb. As a noun: 'I will send you an update.' As a verb: 'I will update you by Friday.' Both are common in professional English.

5. Quick Self-check

Cover this page and try to answer these without looking.

1. What is the difference between a project and a task?
2. What does it mean when a project is off track?
3. How do you form the present perfect? Give one example.
4. What is the difference between 'We finished the task' and 'We have finished the task'?
5. How would you tell your manager there is a problem with the deadline?

Ready for more?

Continue with the follow-up session or try the exercises on your Explainers page.
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