A status report that changes the plan

CEFR B2 | Unit 2: Projects | Reading

Read the original text. You may underline evidence and reread as needed.

Name _____ Date _____

The library team is preparing a neighborhood exhibition. The original schedule says that interviews will be complete by 6 May, captions by 13 May and installation by 20 May. Each stage depends on the previous one.

At the review meeting, the interview lead reports that two participants have requested more time to check their quotations. The design lead says the printing slot cannot move beyond 16 May. Simply asking everyone to work faster would not resolve the dependency: captions cannot be finalized before quotation approval.

The team agrees to print the approved material first and hold two spaces for later additions. By 13 May, the editor will have completed captions for the confirmed interviews. During the following week, the design team will be installing the first set. If approval is still pending on 16 May, the two spaces will show a clear note explaining that additional contributions are being prepared.

The revised report names an owner for each action and gives the next review date. It also records the trade-off: the opening display may contain fewer interviews, but it will preserve participants' opportunity to check their words. The report makes progress visible without presenting unfinished approvals as completed work.

Original Ilmiya practice text. Scenarios and research examples are fictional.