

# LESSON 07

## TOPIC: FRAMEWORKS FOR SOFTWARE DEVELOPMENT



### AGENDA: YOU WILL LEARN

#### Vocabulary:

Software development frameworks.

#### Grammar:

Modal verbs of obligation.

#### Pronunciation:

Software terms.

#### Speaking & Soft skills:

Daily scrum meetings.

#### Writing & Soft skills:

Follow-up email.

### WARM-UP 1

Answer the questions.

1. How do you **go about** completing a project? What framework and methodologies do you use?
2. Is it Scrum, Agile or Kanban or a combination of all?

**TRANSITIVE** (go about something) **to start dealing with a problem, situation, or job in a particular way**

*I think I'd go about it quite differently.*

**go about doing something:** *How did you go about finding a job?*



## WARM-UP 2

Read the tweet. Have you ever tried to do what Jack is suggesting?



**Jack Altman** @jaltma · 5h  
Schedule time on your calendar to sit and think. It's almost certainly a more valuable use of your time than most of the meetings you have scheduled.

7 20 180

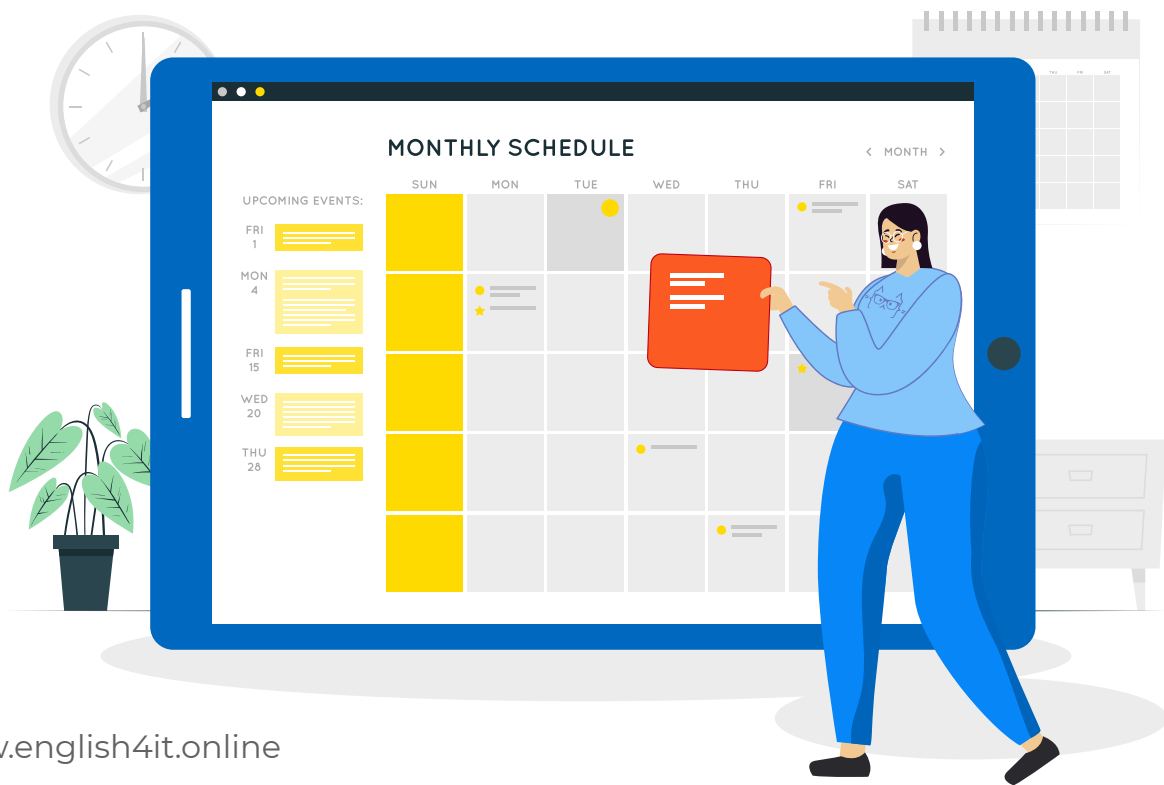
**Anna Gandrabura** @anna\_gandrab... · 1m ...  
Nothing time is the time when you are the most creative. Very important for ideation.

✓

**A valuable use of time** — a good way to use time.  
**Ideation** — formation of ideas.  
**Schedule time** — book time / set aside a time slot.

## WARM-UP 3

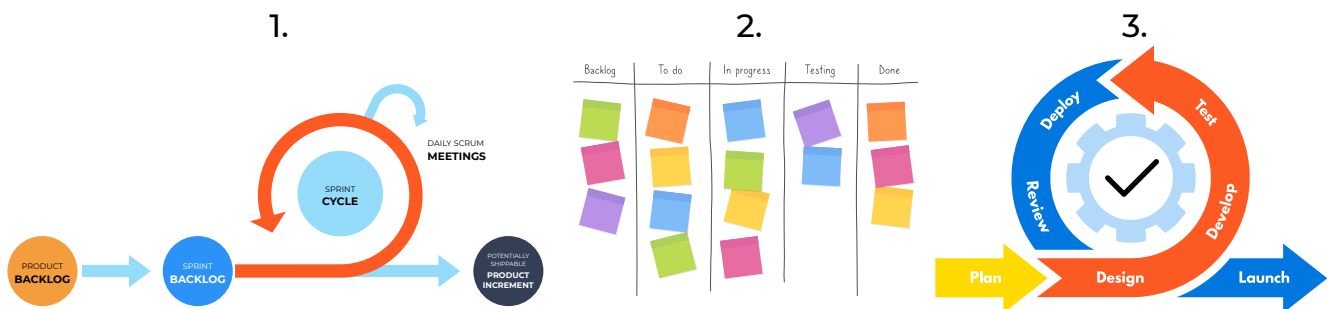
How do you manage your schedule? Do you have any tips for keeping a well-organized calendar?



# READING

## EXERCISE 1A


Skim the notes from a lecture on software development frameworks and match the pictures to the paragraphs (a-c).



Today we will focus on these three project management tools and also talk about some tips for effective communication which will help you **ace** your projects.

- a) Let's start with Agile. The biggest advantage of Agile is its **adaptability**. Because Agile relies on iterations and **simultaneous** workflows, it allows developers to test the software and **adjust** the workflow as needed. It is particularly **well-suited** for smaller teams and smaller projects.
- b) Kanban originated as a type of Agile. The primary goal of this methodology is to improve the processes and remove any **bottlenecks**. It allows for visualizing the work process while keeping things clear and simple. By using Kanban boards you can also clearly see how much work is **accomplished**, how much work is left to do and whether or not you have any **setbacks**.

- c) Scrum which is another type of Agile is aimed at doing more work faster. Scrum emphasizes the **commitment** and **accountability** of team members to work towards a common goal. Scrum is based around the idea of sprints which typically last under 30 days during which the team needs to produce a working demo. Everyone in the team is responsible for setting the goals, trying to prevent any potential **roadblocks** from **interfering** with the project, tracking the project's progress and planning for upcoming tasks and challenges.

 Listen to the recording of the text (**track 7.1**) and check your pronunciation.



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## EXERCISE 1B

Match the highlighted phrases to their definitions.

- |                    |                                                                     |
|--------------------|---------------------------------------------------------------------|
| 1. Ace             | a) willingness to do your best to keep your promises                |
| 2. Adaptability    | b) do / complete                                                    |
| 3. Rely on         | c) a problem which stops your progress                              |
| 4. Simultaneous    | d) feeling of big responsibility                                    |
| 5. Adjust          | e) get in the way / cause a problem                                 |
| 6. Well-suited     | f) a situation which can cause a delay                              |
| 7. Bottleneck      | g) an obstacle / something that doesn't let you follow your roadmap |
| 8. Accomplish      | h) something that will soon happen in the future                    |
| 9. Setback         | i) appropriate for some purpose                                     |
| 10. Commitment     | j) do very well at something                                        |
| 11. Accountability | k) depend on something/need something for success                   |
| 12. Roadblock      | l) flexibility                                                      |
| 13. Interfere      | m) happening at the same time                                       |
| 14. Upcoming       | n) adapt                                                            |



## EXERCISE 1C

Mark the statements true or false.

1. Agile is very flexible.
2. Kanban is complex and cumbersome.
3. Kanban doesn't use any visual aids.
4. Scrum prioritizes the importance of making all team members feel responsible for the results of their work.



## EXERCISE 2A

Read the rest of the lecture and fill in the blanks with the words below. Explain the meaning of the words based on the context.

scope creep • rationale • redundant  
in the loop • touch base • rollback

Whichever strategy you are using, clear and effective communication is key to the project's completion. Here are some tips on how you can communicate with your peers and stakeholders in the most productive manner.

- Make sure key stakeholders are 1) \_\_\_\_\_ about development progress.
- Negotiate, negotiate, negotiate. Do not say yes to everything, and avoid 2) \_\_\_\_\_. Also be prepared to defend your 3) \_\_\_\_\_ behind saying "No" to feature requests.
- Try to keep in mind business needs, and understand that in most cases, technology is there to support the business, and not the other way around.
- Make sure team communication is clear and that there are enough opportunities to 4) \_\_\_\_\_ but try to avoid 5) \_\_\_\_\_ meetings.
- Have a well defined release and 6) \_\_\_\_\_ process, and make sure that there are several members of the team who understand how to carry out a release and rollback.

🔊 Listen to the recording of the text (track 7.2) and check your pronunciation.



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## EXERCISE 2B

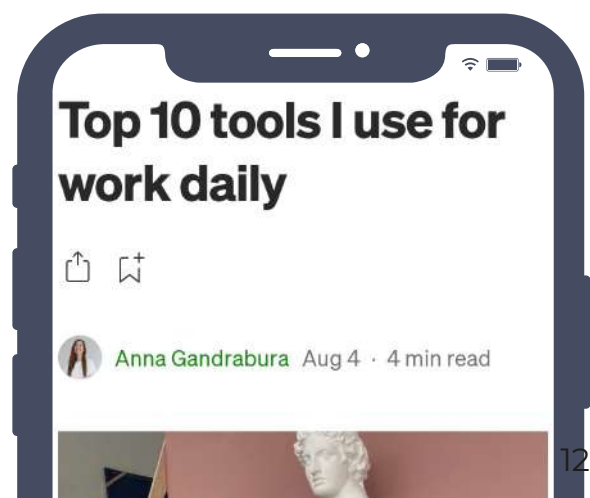
Answer the questions.

1. What other tips or observations regarding effective communication can you share?
2. Have you ever experienced any of the following?
  - Redundant meetings.
  - Scope creep.
  - Feeling like you've been left out of the loop.
  - Your teammates failing to provide their rationale or touch base with you.

Give as many details as possible.

Take a look at Anna's article that talks about helpful online tools.

**READ ARTICLE >>**



# GRAMMAR

## Modal verbs of obligation

### EXERCISE 1A

Read the text and observe which modal verbs convey obligations.

If you want to succeed in a job interview, you **should** clearly understand your current skill level and all the value that you can bring to the project. You also need to be able to describe that in concise terms. The recruiters don't want to **have to** read through a multi-page resume to understand what technologies you know. You **should** make it easy to see your technical skills, experience and why you're a perfect fit for the job. It is always a good idea to write the "Summary of Qualifications" section. Surely, you don't **have to do it, but** it will definitely be to your benefit if you do.

You **must** truly believe in two things (you **can** try repeating them aloud to feel comfortable).

- The right chance with the right people in the right company is waiting for me.
- I have the skills that employers need and that will be valuable for the company.

### EXERCISE 1B

Complete the table of rules by placing the example sentences in the correct row.

1. You have to make sure your resume is free of typos.
2. You can try using apps to memorise new vocabulary.
3. You don't have to work on Sundays.
4. You mustn't smoke in public places.
5. Companies must pay their employees.
6. You can't know everything.
7. You should take notes when you're in a meeting.
8. You shouldn't work for free.



## MODAL VERBS OF OBLIGATION

It is possible	
It's a good idea	
It's a strict responsibility	
You don't have another choice	
It's not a good idea	
It's not necessary	
It is wrong/forbidden	
It is impossible	

- **Must and Have to are often interchangeable in affirmative sentences but that's not the case for negative sentences. Compare:**
  - *You don't have to do it – you have a choice, you can do it or not do it, it's up to you.*
  - *You mustn't do it – you can't do it, it is forbidden.*
- **Should is often used for giving advice or talking about expected behaviors:**
  - *You should try doing yoga.*
  - *Clicking this button should bring up the menu.*
- **Can't can be used to denote strict prohibition.**
  - *You can't wear a bikini to work.*



**Review the form of the modal verbs in different tenses.**

	<b>Can</b>	<b>Must</b>	<b>Have to</b>	<b>Should</b>
<b>Present</b>	can	must	have to / has to	should
<b>Past</b>	could	had to	had to	had to
<b>Future</b>	will be able to	will have to	will have to	will have to





## EXERCISE 2

Choose the correct option.

- a) **must**   b) **mustn't**   c) **have to**  
 d) **don't have to**

1. You \_\_\_\_\_ to go. You can stay here if you want.
2. It's a fantastic film. You \_\_\_\_\_ see it.
3. The restaurant won't be busy tonight. We \_\_\_\_\_ reserve a table.
4. I am very busy this week. I \_\_\_\_\_ work every evening.
5. I want to know what happened. You \_\_\_\_\_ tell me.
6. I don't want Sue to know what happened. You \_\_\_\_\_ tell her.
7. I \_\_\_\_\_ go now or I'll be late for my appointment.
8. We \_\_\_\_\_ decide now. We can decide later.
9. It's Lisa's birthday next week. We \_\_\_\_\_ forget to buy her a present.
10. You \_\_\_\_\_ leave your laptop like that. Someone \_\_\_\_\_ steal it.



## EXERCISE 4

Answer the question.

What are the requirements for a person, if he/she wants to be a great specialist in your area?

Use all the verbs in the box at least once. Don't forget to put them in the correct form.

should   •   should+not   •   can   •   can+not   •   must   •   must+not   •  
 •   have to   •   have to+not



## EXERCISE 3

Choose the right option.

1. Visitors from the European Union **should/don't have to/mustn't** have a visa to enter Ireland.
2. You **mustn't/don't need to/should** save a file before you close it, or you will lose it.
3. You **must/shouldn't/have to** relax after a hard day at work.
4. He **have to/mustn't/has to** ask for permission if I want to leave earlier.
5. The scroll effect **mustn't/didn't have/should** work now.
6. I don't like dress codes. You **must/can/don't have to** be serious without a suit.
7. Our company has a flexible schedule. We **can't/mustn't/don't have to** be in the office from nine to five.
8. She **doesn't have to/doesn't has to/can** to attend many meetings.





# PRONUNCIATION

## EXERCISE 1

How do you pronounce these terms? Listen to the recording (track 7.3) and check your pronunciation.



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- AWS
- Azure
- Adobe
- SQL
- API
- Cache
- OS (MacOS)
- Query
- Refactor
- Microtransaction

# SPEAKING & SOFT SKILLS

## Taking part in a daily scrum meeting

### EXERCISE 1A

Let's take a look at some possible ways you can use to answer the three common daily scrum questions.

Read the examples below and match each one (1-3) to the tips (a-c).

1. What have you accomplished since our last meeting?
  - Yesterday I **finished** the implementation of the XYZ feature (I wrote test scripts or I performed/ran some tests, etc).
  - **Since** our last meeting I **have created**... ( a new prototype / resolved a few issues related to corrupted data, etc).
2. What are you planning to work on today?
  - Today I **am going to / I am planning to**... (work on removing some UX issues).
  - Today I **am meeting** with the designer team to discuss functional requirements.

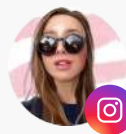
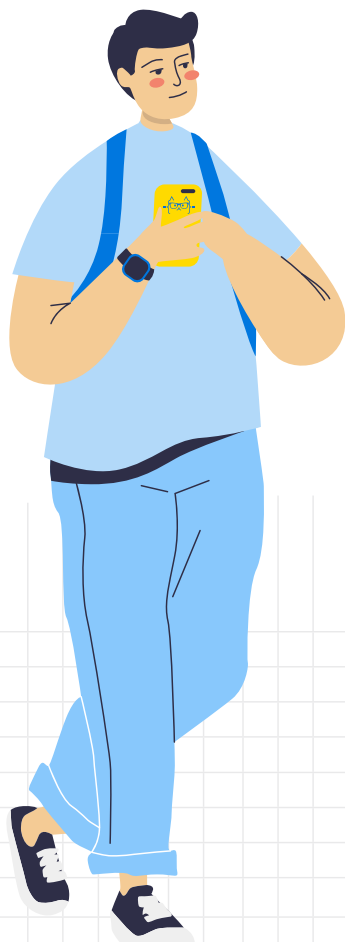
3. What is getting in your way or keeping you from doing your job?

- **There is nothing blocking me** at the moment / A couple of things that **may block me** are....
- I'm **stuck** on... (debugging one piece of code).
- I've **run into** a problem I can't seem to solve.
- If anyone can **point me in the right direction**, I'll be very grateful
- **I've tried** that, it didn't help .
- **I'll try doing** that, thanks for the advice.

- a) You can use Present Continuous or "To be going to" to talk about things you plan to accomplish today or by the time of the next daily standup.
- b) Clearly state the problem you are experiencing and ask for everyone's input. Using these phrases will encourage your teammates to jump in and help you eliminate blockers.
- c) It is important to keep your eyes on the big picture and talk about the most relevant points which will bring the whole team up to speed.

 **EXERCISE 1B**

Using the phrases above, answer the three questions from Exercise 1A.



**ANGLISH TIP**  
@anenglish\_

Participating in **daily status meetings** (or daily standups) means informing your team of what you've accomplished since the previous meeting, what you are planning to accomplish today and whether you have any blockers. Since these meetings aren't supposed to take much time, it's important to be able to speak with as much **clarity** as possible and **reduce hesitations** and pauses to a minimum.

# WRITING & SOFT SKILLS

## Writing a follow-up email after a meeting

### EXERCISE 1

Do you follow any of the tips from the text?

Every meeting should wrap up with action items and next steps. Otherwise, you're running into the risk of people forgetting what was discussed and what actions they are supposed to take.

To avoid things slipping through the cracks, make sure you or another meeting participant sends a follow-up email after the meeting.

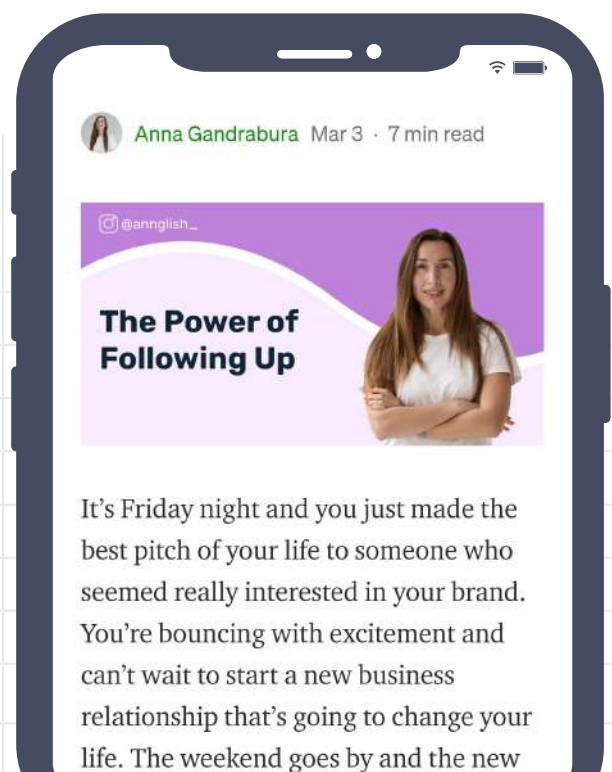
**Note:** you don't need to follow up after daily standups, this rule only applies to longer-format meetings.

To make your follow-up email truly effective, make sure you do the following:

1. Take notes during the meeting.
2. Thank everyone for their time.
3. List what was discussed in the meeting.
4. Highlight action items or next steps.
5. Attach supporting documents, if necessary.
6. Include a reminder of the next meeting date.
7. Proofread and send to recipients.

Read this article to get more tips on the culture of follow-ups in the English-speaking world.

[GO TO ARTICLE >>](#)



## EXERCISE 2

Read the example follow-up email below and observe its structure. Write your own follow-up email based on this example.

### Follow-up on the Marketing Strategy Meeting



**Roy Parker**  
to me ▾

2:13 PM (12 minutes ago)



Hello everyone,

Thank you all for attending today's meeting. I appreciate all the questions, concerns and suggestions you've shared and hope this will help us move in the right direction going forward!

As you remember, we have discussed our social media marketing strategy for the upcoming quarter. Here are more details on these discussions:

- Kevin updated us on the state of our mobile app and new features that have been added to it.
- The team devised a way to organically implement in-app purchases such as subscriptions to our online courses and services.
- Riley reported on our learnings from last quarter's campaign – key takeaway was to target younger audiences through social media platforms.

After our discussions, a strategy has been put in place. The following projects and deadlines have been assigned:

- Kyle will write 4 blog articles and track engagement metrics. Deadline: June 30th
- Jill will ensure new partnerships with at least 5 Instagram bloggers. Deadline: July 15.
- Kevin will implement in-app purchases. Deadline: July 30.

Looking forward to seeing you again on July 17th and hearing your updates.

Feel free to contact me if you have any questions.

**Sincerely,**  
**Roy Parker**

↩ Reply

➦ Forward

# GLOSSARY OF TECHNICAL TERMS

**Scrum** — a framework that helps teams work together and relies on continuous iteration and improvement.

**Agile** — a set of practices intended to improve the effectiveness of software development professionals, teams, and organizations.

**Kanban** — a visual system used to manage and keep track of work as it moves through a process. The word comes from Japanese and means “visual board”.

**AWS (Amazon Web Services)** — is a comprehensive, evolving cloud computing platform provided by Amazon that includes a mixture of infrastructure as a service (IaaS), platform as a service (PaaS) and packaged software as a service (SaaS) offerings.

**Azure** — Microsoft's public cloud computing platform.

**SQL** — SQL or Structured Query Language is a standard query language used to manipulate, store and retrieve data held within a relational database.

**Cache** — a hardware or software component that stores data so that future requests for that data can be served faster.

**Database query** — a request for data or information from a database table or combination of tables.

**Refactor** — restructure (the source code of an application or piece of software) so as to improve operation without altering functionality.

**Microtransaction** — a business model where users can purchase virtual items for small amounts of money.

## If you want a little extra practice:

### Reading

Find out more about the 12 principles of Agile.

[AGILE PRINCIPLES >>](#)

### Reading

Learn more about Scrum.

[SCRUM GUIDE >>](#)