



This week...

Mark is asking Peter to be the project manager of an important project that is starting soon.

Lesson Objectives...

- Talking about projects
- Managing projects

Business English Conversation

Advanced Class



Have you ever managed projects before?

Picture Description

What are they discussing?



A



B



What project are they doing?

Peter	Hi, Mark. Did you want to see me?
Mark	Yes, Peter. Please come in. We are expanding our business into the Japanese market and I would like you to be the project manager.
Peter	Thank you for thinking of me for this job.
Mark	You have a good understanding of the culture and business practices in Japan, so I believe you are the right person to lead this project.
Peter	When do you need me to start?
Mark	I need you to start planning now. You need to form a team of five members and go on a business trip to Tokyo next month.
Peter	OK. I understand.
Mark	Good luck and don't hesitate to come see me if you need any help.
Peter	Thanks. I look forward to the challenge and I won't let you down.

I would like you to come to my office to talk about a new project.

1. We are expanding our business into the market.
2. I would like you to
3. You have a good understanding of
4. Don't hesitate to come see me if



Role Play – Project Management

Student A has been called to Student B's office to talk about a new project that is about to begin. Student B wants Student A to be the project manager.



Student A: Ask Student B if he/she wanted to see you.

Student B: Tell Student A that you would like him/her to be the project manager for a particular **Project**.

Key Phrases

- Did you want to see me?
- Thank you for thinking of me for this job.
- I look forward to the challenge.
- I won't let you down.
- We are **Project** and I would like you to be project manager.
- You have a good understanding of
- I believe you are the right person to lead this project.
- *Other*

Projects

- set up an office in Thailand
- enter into the European market
- source new products in China
- recruit English speaking staff
- *other*



1. Project delays are always a bad thing.
2. Project leaders need to be involved in every decision made during a project.
3. It is difficult to manage budgets and resources.

- Do you often work on projects for your company?
- What challenges do you think come with project management?
- What type of management style do you think works best?

- expanding - *We plan on **expanding** our business.*
- challenge - *I am ready for the **challenge**.*
- planning - *We are **planning** to start next month.*
- project - *I want you to be the **project** manager.*
- lead - *I need you to **lead** the team.*
- market - *It's a tough **market**, but I'm sure we can succeed.*
- understanding - *Thank you for your **understanding**.*