



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

Basic Class



Have you ever managed projects before?

Picture Description

What are they discussing?



A



B



What project are they doing?

*Create a short story using the following format

- 1. Who
- 2. Where
- 3. When
- 4. What's happening?

*Create simple sentences using the vocabulary

1. expanding
2. market
3. planning
4. challenge

Are you ready for the **challenge** to be project manager?



1. **I want you to** lead the next project.
2. **You know** the manager at that office very **well**.
3. **Don't hesitate to come see me if you need** some support.
4. **I look forward to** working with you.

- Words
- Phrases

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 want you to** be the project manager.

Peter Thank you for thinking of me for this job.

Mark **You know** the culture in Japan **well**, 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 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**.

1. I want you to
2. You know well.
3. Don't hesitate to come see me if
4. I look forward to

Responses - Prepositions

*please select the most appropriate response from the items below:

1. A: I need you to go a business trip next week.
B: OK. Where do you want me to go to?

at / on / to

2. A: Did you want to see me?
B: Yes. I want you be the project manager for our new business.

no article / to / at

3. A: Who are you going to Tokyo?
B: I will be going to Tokyo with the sales manager.

at / for / with

4. A: Do you want to have a meeting about the new project today?
B: Yes. Let's meet 4 pm in the conference room.

in / to / at

5. A: Do you know when the new project will begin?
B: We are planning start next month.

for / to / at

6. A: How long will we be away on our business trip?
B: We will be away about five days.

to / for / at

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: Hi (name). Did you want to see me?

Student B: Yes, (name). We are **Project** and I would like you to be project manager.

* Continue the conversation using the **Key Phrases** and **Project** from below.

Key Phrases

- Thank you for thinking of me for this job.
- When do you need me to start?
- I look forward to the challenge.
- You know the culture in well.
- I believe you are the right person to lead this project.
- Don't hesitate to come see me if you need any help.
- *Other*

Projects

- setting up an office in Thailand
- entering into the European market
- sourcing new products in China
- recruiting English speaking staff

- Do you often work on projects for your company?
- What challenges do you think come with project management?
- Do you like managing projects?

- 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**.*