Project Management





This week...

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

Lesson Objectives...

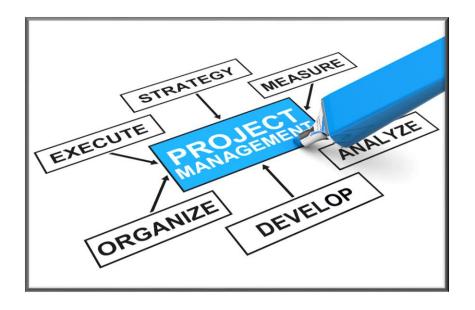
- Talking about projects
- Managing projects

Business English Conversation

Basic Class

Warm Up – Topic Question





Have you ever managed projects before?

Picture Description



What are they discussing?



What project are they doing?

*Create a short story using the following format

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

Words



*Create simple sentences using the vocabulary

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

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



Phrases



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









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.

Basic Class

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Sentence Building



- 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



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



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



A: Do you know when the new project will begin?

B: We are planning start next month.

for / to / at



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

Discussion



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

Word Index



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.