Project Management





This week...

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

Lesson Objectives...

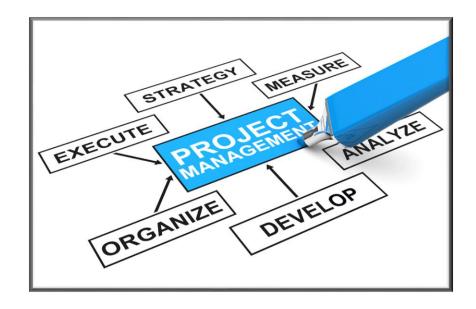
- Talking about projects
- Managing projects

Business English Conversation

Super Class

Warm Up – Topic Question





Have you ever managed projects before?

Picture Description



What are they discussing?







Peter

Mark

Peter

Mark

Peter

Mark



Peter	Hi, Mark. I heard you wanted 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.

Thank you. I'm honored that you thought of me for this job.

Thank you. Thi honored that you thought of the for this job.

You have a good understanding of the culture and business practices in Japan, so I believe you have what it takes to lead this project.

When do you need me to start?

I need you to start planning now. You need to form a team of five members and go on a business trip to Tokyo at the beginning of next month to meet potential clients.

OK. I understand.

Good luck and don't hesitate to come and see me if you need any help. I am here to support you in any way I can.

Peter Thanks. I look forward to the challenge and I won't let you down.

Super Class

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Project Management

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.

Key Phrases

- I heard you wanted to see me.
- I'm honoured that you thought of me for this job.
- I look forward to the challenge.
- I won't let you down.
- We are expanding our business into
- I would like you to be project manager.
- You have a good understanding of
- I believe you have what it takes.
- Don't hesitate to come see me if you need any help.
- Other

Projects

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

One Minute Talk





Talk about one of the following topics for one minute:

- 1. Being a project leader.
- 2. Making plans and implementing them.
- 3. Dealing with time and budget constraints.
- 4. The importance of debriefing.
 - *Other students in the class, ask one question each to the presenter after the speech

Discussion



- What characteristics does a project leader need to have?
- What styles of project management are there in Japan?
- Have you ever been a leader of an international project?

Idioms



I am really determined to make a go of my new position in this company.



calculated risk – an action that may fail but has a good chance to succeed

> They took a **calculated risk** when they entered the Japanese market.

make a go of – produce good results, succeed

> He is really **making a go of** leading the team on the new project.

beat the clock – finish something before a deadline

We have to do our best to beat the clock, our deadline is in only two days.