



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?



B



A



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.
Peter	Thank you. I'm honored that you thought of me for this job.
Mark	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.
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 at the beginning of next month to meet potential clients.
Peter	OK. I understand.
Mark	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.

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*



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

- 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 ?

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.