

Lesson description

The topic of this lesson is project assessments. You will:

- take part in a project review meeting
- focus on vocabulary for describing graphs
- focus on phrases for speculating
- practise pausing when speaking to emphasise what you say.

Aim

Presenting a developed and balanced point of view

Pronunciation

- pausing for emphasis

Language

- vocabulary for describing graphs/charts
- phrases for speculating
- phrases for organising ideas

Main task

The task is for the learners to review the outcomes of a business decision.

Materials

Handout

IWB

Audio U066CEA-1.mp3, U066CEA-2.mp3, U066CEA-3.mp3

Photocopiable - Cut ups

Self-study activities

(available on platform)

Vocabulary

Grammar

Listening

Handout activity number:

Vocabulary, 2

Language, 3

Listening, 5, part 1

Suggested running order

- | | | |
|---|---|-----------------------|
| 1 | Lead-in – speaking – what makes a company....? | Handout |
| 2 | Vocabulary – analysing information | Handout |
| 3 | Language – phrases for speculating | Handout/U066CEA-1.mp3 |
| 4 | Listening – review of a project | Handout/U066CEA-2.mp3 |
| 5 | Language – phrases for organising ideas | Handout/U066CEA-2.mp3 |
| 6 | Pronunciation – pausing after signposting words | Handout/U066CEA-3.mp3 |
| 7 | Speaking – reviewing a decision | Handout/Cut ups |
| 8 | Feedback | IWB |

Answers

Vocabulary

1 slight 2 sudden 3 dramatic 4 decline 5 dip 6 fall 7 reduction 8 rose 9 grew

Language

1. The company may have lost a contract.
2. The Managing Director might have resigned.
3. The company could have had financial problems.
4. There must have been some problems with the product.
5. The company can't have released a very good advertising campaign.

Listening

- The new premises are being reviewed.
- The old premises were expensive, but the new premises have also turned out to be expensive.
- The speaker wants the groups to brainstorm what would have happened if...

Pronunciation

All the modals are contracted.

The last sound of each modal links to the contracted form of have e.g. could have = kə dəv

May have, however, insert a /j/ sound which then links across.

In sentence 4 and 5 the speaker is certain. The speaker uses must have and can't have – we assume this is based on evidence.

Language

1. **That's why** we took the decision to move our offices to a new building on an industrial site outside the city.
2. **In fact**, the staff survey highlighted this point.
3. **One thing that has come up** is the impact the location has had on our business.
4. **What's more**, we have lost a number of clients in the last year due to the distance they have to travel.
5. **On the whole**, the move has been more expensive than we planned.
6. **So this brings me on to** why I've brought you here today.

Introduce ideas	One thing that has come up So this brings me on to
Add another related point	In fact What's more
Express result	On the whole That's why

Pronunciation

As you all know // we moved premises last year // and as our contract runs for another year we need to consider whether we would like to renew it // Last year we had two options // We could've remained in the old premises which although old and in need of work was conveniently located in the centre // Staying there // however // would've involved paying high overheads // and as we all realised // the overheads were having an impact on our profit margins // That's why we took the decision to move our offices to a new building on an industrial site outside the city.

Now // I know the move must've been quite unsettling for some of you // but I think a year on we can all say that as a team we are now fairly settled here // it's modern and open planned // which I think has improved team dynamics within and between departments // In fact // the staff survey highlighted this point.

Speaking – Set up

- a. Tell students they're going to review a business project about a product called 'myGlasses.' Students work in groups to speculate what the product could be (e.g. its functions, who would buy it, etc.)
- b. Give groups a copy of the description of 'myGlasses (Dec 2013)'. Students see if their guesses about the product were correct. Students discuss potential problems the product/project could have.
- c. Give students a copy of the graph 'myGlasses UK Profits 2014.' Students speculate about what could have happened/reasons for the product's failure.
- d. Give students a copy of 'A message from the chairperson' and 'Excerpt from a local newspaper.' Students see if their speculations were correct.
- e. Now students understand the context of the project, they are ready to start their meeting. Each group assigns one person as chairperson. Students follow the meeting agenda in the student handout.

Audio scripts

Audio 1

1. The company may've lost a contract.
2. The Managing Director might've resigned.
3. The company could've had financial problems.
4. There must've been some problems with the product.
5. The company can't've released a very good advertising campaign.

Audio 2

// = *pausing*

As you all know // we moved premises last year // and as our contract runs for another year we need to consider whether we would like to renew it // Last year we had two options // We could've remained in the old premises which although old and in need of work was conveniently located in the centre // Staying there // however // would've involved paying high overheads // and as we all realised // the overheads were having an impact on our profit margins // That's why we took the decision to move our offices to a new building on an industrial site outside the city.

Now // I know the move must've been quite unsettling for some of you // but I think a year on we can all say that as a team we are now fairly settled here // it's modern and open planned // which I think has improved team dynamics within and between departments // In fact // the staff survey highlighted this point.

One thing that has come up is the impact the location has had on our business. Before we were in the centre of the city but now we are on the outskirts and this has had a negative impact. Our running costs increased after having to meet staff demands for subsidized travel costs. What's more, we have lost a number of clients in the last year due to the distance they have to travel. On the whole, the move has been more expensive than we planned.

So this brings me on to why I've brought you here today.