

1 Speaking

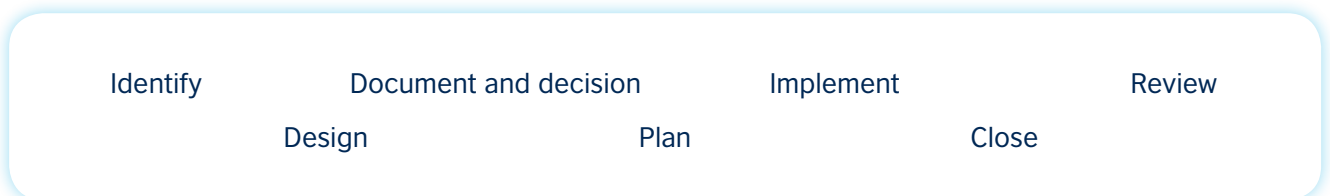
Work in small groups. What sort of projects do people have in life? Think about the following areas of life:

- professional
- personal/family
- academic

2 Vocabulary

Think about projects you've been involved in. What different stages were there?

The project cycle can be broken down into the stages below. Did you mention these or similar stages?



The phrases below give more information on what happens at the different stages of the project cycle. Match them to the stages in the box that they describe.

1. reflect on the how the project went
2. put the plan into action
3. decide the parameters of the project and what exactly you want to achieve
4. completion of all aspects of the project
5. collect information and consider the feasibility of the project
6. target a need, objective or problem
7. make preparations for the implementation of the project

3 Listening

Graham is reviewing a recent project from his personal life. Listen to what he says and answer the questions.

1. What was the project?
2. Was it a success?
3. What problems did he face? Did he solve them?

4 Listening





Listen again. What happened at each stage of the project cycle?



Stage	Notes
1. Identify	
2. Design	
3. Document and decision	
4. Plan	
5. Implement	
6. Close	
7. Review	

5 Language

Look at the following phrases to talk about projects and cross out the word which does not match.

achieve		pass	
set		carry out	
win		set	
miss		complete	
set		fulfil	
meet		apply	
miss		meet	
lose		overcome	

go over fail come under within my	budget	fall behind be ahead of draw up a postpone	schedule
face head overcome rise to	challenges	tackle overcome face do	problems

Complete the sentences below with a suitable verb/verb phrase. Use the correct form of the verb.

- If we can _____ the deadline, we will get a bonus.
- The bad weather meant that we _____ schedule, but we managed to make up some time later on.
- We _____ budget due to unexpected production costs.
- If you can _____ the criteria, we can offer you the post.

6 Pronunciation

Underline the stress in each phrase from the Language exercise. Practise saying them with a partner.

Tick (✓) the phrases you have experienced and tell your partner about them.

7 Speaking

You are going to review a project that you've been involved in. The project can be from any area of your life (work/university/a holiday/wedding/a car you've bought). Plan to talk about the project by making notes on each stage of the project. The questions below for each stage of the project cycle might help you.

Stage	Notes
1. Identify What was the objective of the project? Did it solve a problem or take advantage of an opportunity?	
2. Design What exactly did you want the project to achieve? What was its scope limitations?	
3. Document and decision What information did you gather before deciding to go ahead with it?	
4. Plan What things did you need to organise before implementing the plan? Did you make a list of things to do/schedule?	
5. Implement How did you go about implementing the plan? Did it go as you wanted?	
6. Close Did you manage to complete all aspects of the project? Did you meet your deadline? Were you within budget?	
7. Review Looking back, do you think the project was a successful one? In what ways? Would you do anything differently on reflection?	

Work in groups and take it in turns to talk about your projects. Afterwards discuss each other's projects. Which was the most successful? Who faced the most challenges?