

Lesson description

The topic of this lesson is work or personal projects. You will:

- talk about a project you have been involved in
- focus on language to describe projects and project stages
- practise stressing phrases accurately.

Aim

Reviewing and assessing a project

Pronunciation

- stress in verb-noun collocations

Language

- verb-noun collocations for talking about objectives, obstacles and solutions
- lexis to describe project stages
- narrative tenses

Task

The task is for learners to prepare for and deliver a review of a project they have been involved in at work or in their personal life.

Materials

Handout
 Audio U090CEA-1.mp3
 IWB

Self-study activities

(available on platform)
 Vocabulary
 Vocabulary

Handout activity number:

Language, 5, part 1
 Language, 5, part 2

Suggested running order

- | | | |
|---|-----------------------------------|-----------------------|
| 1 | Lead in – speaking about projects | Handout |
| 2 | Vocabulary - project stages | Handout |
| 3 | Listening – house buying project | Handout/U090CEA-1.mp3 |
| 4 | Language – project collocations | Handout |
| 5 | Pronunciation – word stress | Handout |
| 6 | Task-talk about a project | Handout |
| 7 | Feedback | IWB |

Answers
Vocabulary

Identify: 6

Design: 3

Document and decision: 5

Plan: 7

Implement: 2

Close: 4

Review: 1

Listening
Answers

1 The project was to buy a house/flat by Christmas.

2 It was a success in that he bought a flat, but he did miss his deadline and go over budget.

3 Problem: Finding a flat with everything he wanted and within budget. Solution: compromised on the area and sold his car to raise funds.

Problem: Falling behind schedule. Solution: no solution, but everything else went smoothly and 'it was no big deal'.

| Stage | Notes |
|--------------------------|--|
| 1. Identify | <i>decided to buy his first home by Christmas; good time to get out of the rental market</i> |
| 2. Design | <i>somewhere in the city centre, no need for car, with garden/outside space</i> |
| 3. Document and decision | <i>websites, contact with estate agents; had to compromise and accept somewhere further out of the city centre</i> |
| 4. Plan | <i>selection of houses/flats, arrange viewings, look at what different banks offer, furniture shops</i> |
| 5. Implement | <i>visited lots of properties, eventually found perfect place, sold car as it was over budget</i> |
| 6. Close | <i>closed the deal without incident, but couldn't afford to buy all furniture immediately</i> |
| 7. Review | <i>successful overall – now a homeowner – even if went over budget and missed the deadline</i> |

Language

| | | | |
|------------|---------------|-------------|----------|
| achieve | | pass | |
| set | the objective | carry out | tasks |
| win | | set | |
| miss | | complete | |
| set | | fulfil | |
| meet | deadlines | apply | criteria |
| miss | | meet | |
| lose | | overcome | |
| go over | | fall behind | |
| fail | budget | be ahead of | schedule |
| come under | | draw up a | |
| within my | | postpone | |
| face | | tackle | |
| head | challenges | overcome | problems |
| overcome | | face | |
| rise to | | do | |

1. If we can **meet** the deadline we will get a bonus.
2. The bad weather meant that we **fell behind** schedule, but we managed to make up some time later on.
3. We **are over** budget due to unexpected production costs.
4. If you can **meet** the criteria we can offer you the post.

Pronunciation

Drill with students and let them practise in pairs.

| | | | |
|-------------------|----------------------|--------------------|-----------------|
| <u>achieve</u> | | <u>carry out</u> | |
| <u>set</u> | the <u>objective</u> | <u>set</u> | <u>tasks</u> |
| <u>win</u> | | <u>complete</u> | |
| <u>set</u> | | <u>fulfil</u> | |
| <u>meet</u> | <u>deadlines</u> | <u>apply</u> | <u>criteria</u> |
| <u>miss</u> | | <u>meet</u> | |
| <u>go over</u> | | <u>fall behind</u> | |
| <u>come under</u> | <u>budget</u> | <u>be ahead of</u> | <u>schedule</u> |
| <u>within my</u> | | <u>draw up a</u> | |
| <u>face</u> | | <u>tackle</u> | |
| <u>overcome</u> | <u>challenges</u> | <u>overcome</u> | <u>problems</u> |
| <u>rise to</u> | | <u>face</u> | |

Speaking

Emphasise that it can be any project: professional or personal, success or failure.

Encourage them to think about the different stages and to try to incorporate some of the language focussed on, if possible.

Draw their attention to the questions in the task instructions which might help guide them/give them ideas. However, make sure that their review isn't simply answering each of these questions one after the other; it should be more fluid.

Once they've had enough time to prepare, students present their project review in small groups (or pairs if time is short). The other members of the group should give feedback/ask questions after each project review.

Audio script

Audio 1

Last summer, I set myself the objective of buying my first home by Christmas. I'd been living in rented accommodation for many years and, of course, all the rent you pay is just dead money. Also, I knew that, at the moment, it's a buyer's market, so it seemed like a good time to get on the housing ladder.

Having identified my aim and set a deadline, the next step was to look into exactly what type of house, or flat, I wanted to buy and also what was within my budget. Really I wanted to live somewhere in the city centre, so that I could go out and get to work without needing a car. I also wanted somewhere with a garden, or at least an outside space of some sort, and with at least two bedrooms.

The next stage was to start researching what was available on the market. I did this by getting in contact with agents and visiting estate agency websites. I soon realised that I faced several challenges to getting everything that I wanted; it seemed almost impossible to find a place in the city, with an outside space without going over budget. In the end, I had to compromise and look for places slightly outside the centre, but I made sure to look only in areas where there were good transport links.

Then I went about planning what you'd call the implementation stage which involved carrying out several tasks: selecting the houses and flats that I wanted to view and arranging when to visit. At this point, I made arrangements to visit banks in order to find out what terms they offered generally and looked into places which sold furniture.

I went to see a very large number of houses and flats, but it took a long time for me to find somewhere which fulfilled all the criteria that I'd set out. Eventually, I found the perfect place, but unfortunately it was slightly over budget and the bank wasn't prepared to lend me any more money. I overcame this problem by selling my car. It was a difficult decision, but, I think, worth it in the long run.

This meant that I fell slightly behind schedule, but fortunately the seller accepted my offer and the final stage of the project went smoothly; the bank agreed to lend me the money and the deal went through. I didn't have enough money to buy all the furniture and equipment that I needed, but I got all the essential things and can buy everything else gradually.

On reflection, I have to say that the project was a successful one in that I'm now a homeowner and I'm very pleased with the flat that I've bought. It's true that I went over budget.