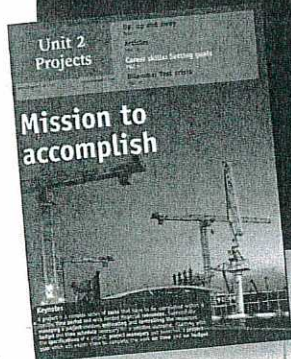


Unit 2

Projects

1



Vocabulary: **Projects**
 Grammar: **Articles**
 Career skills: **Setting goals**
 Writing: **Cover letter for a job application**

Vocabulary

1 Match each of the following nouns with one set of verbs.

a project a problem a solution resources a plan equipment

- | | | | |
|---|------------------|--|-------|
| 1 complete
deliver
run
manage | <u>a project</u> | 4 find
implement
propose
adopt | _____ |
| 2 estimate
control
allocate
identify | _____ | 5 test
deliver
purchase
install | _____ |
| 3 deal with
tackle
handle
solve | _____ | 6 prepare
come up with
put together
carry out | _____ |

2 Complete the sentences with the correct options a-c.

- The CEO has decided to _____ *c* production of the XR20 model to India.
 a initiate b executive c outsource
- We're hoping to be _____ a multi-million-pound contract shortly.
 a selected b awarded c obtained
- Please could you fax me the agreed technical _____ for the Salford Cycle model.
 a specification b standardisation c subcontractor
- The project has overrun and we've therefore had to _____ up the costs.
 a spin b bump c cater
- We need to decide when to bring Jenny in on the project. Perhaps at the planning _____ ?
 a stage b schedule c status

2

3 Complete the table below.

verb	noun
1 construct	construction
2	production
3 supply	
4 install	
5	review
6	allocation

Language check

1 Complete the email with *a/an, the* or no article at all.

From: atul.menyani@beestons.com

To: mandy.ellis@beestons.com

Subject: Next week

Atul

Thanks for agreeing to look after my project while I am on ¹ *(no article)* holiday next week. As I said when we spoke ² _____ last week, the project really needs to be launched by ³ _____ end of June at ⁴ _____ latest. It currently looks as if we should complete all the work on time and within ⁵ _____ budget, so you shouldn't have too many problems while I'm in ⁶ _____ Netherlands. If you do need ⁷ _____ help though, just give Carl a call on 039 48395. He's ⁸ _____ main engineer on the project and has been working on it from ⁹ _____ start – if anyone will know what to do, it'll be him!

There are ¹⁰ _____ few things you could do for me, if you don't mind. Firstly, would you mind sending ¹¹ _____ email to Frank Smith (his details are on my desk) to see how ¹² _____ marketing team are getting on with our publicity leaflets, etc. Also, there's ¹³ _____ report on my desk which needs to be copied and given to Maxine, ¹⁴ _____ Production Director's PA. Do you think you could also write ¹⁵ _____ letter to ¹⁶ _____ company organising the PR for ¹⁷ _____ project, asking for ¹⁸ _____ copies of all the press releases they have sent out.

Finally, I'm expecting ¹⁹ _____ supplier from ²⁰ _____ CTR Communications to phone to arrange ²¹ _____ meeting. I think the 22nd will be ²² _____ best day for me. If he can manage that too, could you book ²³ _____ boardroom for us?

Thanks again for all your help.

Mandy



Listening 2 T3

2 Put the words in the correct order to make useful phrases for setting goals.

- 1 the / what / project / schedule / the / is / for?
What is the schedule for the project?
- 2 do / need / to / when / I / the / get / information / you / to?
- 3 think / do / July / is / feasible / you?
- 4 the / of / in / you / need / will / way / what / resources?
- 5 we / should / think / aim / I / to / complete / work / Tuesday / by / the.
- 6 reasonable / that / does / sound / you / to?
- 7 exactly / what / is / involved?
- 8 much / you / for / how / are / budgeting?

3

1 Listen to two colleagues discussing a project and answer the questions.

- 1 What are the project team developing?
A new office workstation that staff control from the touch of a button.
- 2 What advantages will the new workstation have?
- 3 When will it be launched?
- 4 When will the press release be sent to the media?

2 Listen again. What phrases for setting goals used in Language Check 2 do the speakers use?

3 Read the audioscript on page 79 and check your answers.

Writing

You see the job advertisement below in a national newspaper and decide to apply for it. Write a cover letter to send with your CV.

Then compare your answer with the suggested answer on page 90.

PROJECT MANAGER

- Are you good at problem-solving?
- Do you have experience of completing complex projects to time and within budget?

Build-2-Go is a well-respected construction company with 750 staff throughout the country. We are currently looking for a well-organised and dynamic project manager to be based in our Luton office. The successful candidate will have experience in managing people and resources, and good communication skills.

For a full job description, visit www.B2G.com
To apply, send your CV and cover letter to Myra.Watson@B2G.com

4

PART SIX

Questions 41 – 52

- Read the text below about non-financial reporting.
- In most of the lines 41 – 52 there is one extra word. It is either grammatically incorrect or does not fit in with the meaning of the text. Some lines, however, are correct.
- If a line is correct, write CORRECT.
- If there is an extra word in the line, write **the extra word** in CAPITAL LETTERS.
- The exercise begins with two examples, (0) and (00).

Ethical business?

0	<i>CORRECT</i>	Co-operative Financial Services (CFS) is a medium-size banking and
00	<i>AND</i>	insurance business and with its roots firmly in the north of England and the
41		19th century. But in one respect at very least it is a 21st century world leader.
42		In a ranking of firms' non-financial reports, CFS came out at top, ahead of
43		second-placed Novo Nordisk, a Danish drug company, and BP, the British oil
44		giant. The ranking, which published this week, has been prepared by the UN
45		Environment Programme, and SustainAbility, a consultancy, in the partnership
46		with the credit-rating agency Standard & Poor's. In their non-financial reports,
47		firms volunteer such an overview of their 'environmental and social impact'
48		during the previous year. Since the last such ranking, many more of firms
49		have chosen to produce non-financial reports. It is also been claimed their
50		quality has increased – as, less happily for the environment, has their own
51		length. What was, ten years ago, a voluntary practice is now becoming
52		mainstream – in Europe, at least. Only these two American firms are in the top
		20, but several of Europe's biggest businesses are there.