

ПР23. Управление проектом
ПР23. Project Management

Exercise 9. Match the terms 1-5 with their definitions a)-e).

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|----------------------|---------------------------------------------------------------------------------|
| 1. a kickoff meeting | a) a schedule of activities |
| 2. a deliverable | b) a tangible, measurable output of a task, for example a document or a product |
| 3. a timeline | c) the steps that need to be taken to fix a problem |
| 4. life cycle | d) the first meeting with the project team and the client of the project |
| 5. corrective action | e) the period from the start of the project to the final version of the product |

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Meetings are central to project management. Most meetings have an agenda – a list of matters to be discussed in the meeting. Here are the phrases you may use to tell your colleagues about the items on the agenda.

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|----------------------------------------------|-----------------------------------------|
| 1. On the agenda today... | Сегодня на повестке дня... |
| 2. Just a couple of things on the agenda | В повестке дня всего лишь пара вопросов |
| 3. If we could go through them in order | Давайте рассмотрим их по порядку |
| 4. Right then... let's get down to business. | Хорошо, давайте перейдем к делу. |
| 5. Let's keep this meeting fairly brief. | Давайте постараемся не терять время. |
| 6. First of all, | Прежде всего, во-первых |
| 7. Secondly, | Во-вторых |
| 8. And finally, | И наконец |
| 9. Any other business | Прочие вопросы |
| 10. Okay everybody, thanks for coming. | Всем спасибо, что пришли. |

Exercise 10. You're going to listen to two audio clips about setting agendas for meetings. Both clips are from the start of meetings and feature a chairperson listing the points on the agenda. As you listen, fill in the gaps a)-g) with some of the phrases above 1-10. Some phrases are extra.

Clip 1

Sarah: a)....., Alex,

b).....for our public relations meeting are the research project, the launch of the website, the timeline for press releases, and the executive of the year award. Are you quite happy with those points?

Alex: Yeah, that's fine. If you could c)....., that'd be great.

Clip 2

James: d)..... Let's keep this meeting fairly brief, really e)..... First of all, as you can see, the news on the book re-launch; and secondly, the office move; f)....., we'll have a little bit of time for g).....