

mYngle

Business Intermediate

Unit 3: Projects

Objectives

- Talk about projects
- Talk about the progress of a project
- Goal setting
- Update and delegate tasks



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1. Do you agree or disagree with the statements below? Why?

1. Planning too much is a waste of time.
2. People don't need a boss to finish a project.
3. Having a project management certificate doesn't mean you are good at managing projects.
4. Working together in person is always better than working online.

2. You are going to hear a software engineer talk about hackathons. Look at the pictures below and try to guess what a hackathon is.

HACKATHON



connect



brainstorm



idea



solve



timing



present



Audio 3.1

3. Listen to Part 1 of the interview and answer the questions.

1. What is a hackathon, and why is it called that?
2. What's the typical process of a hackathon?
3. What was the focus of the hackathon Sam attended in Brooklyn, and why did he decide to attend it?



Audio 3.2

4. Listen to Part 2 of the interview and choose the correct option.

1. It's a crucial factor for participants to ensure that **targets / objectives** are agreed and everyone buys into **the objectives / mission**.
2. Managing **a fairly limited budget / restricted funds** is definitely a challenge.
3. Teams need to **strategize / allocate** the company's resources wisely and **oversee / check on** progress regularly to keep the projects on track.
4. Hackathons provide a rich environment to **develop new transferable skills / acquire new knowledge**.



5. Complete the questions with the words below.

- in
- on
- gain
- from
- transferable
- fairly
- on

1. What skills would you like to _____?
2. What can you learn _____ the experiences of others?
3. What project would you like to take part _____?
4. Are we working with a _____ limited budget at work?
5. Should we check _____ progress of a project daily or weekly?
6. What should a manager do to keep the projects _____ track?
7. How can you develop _____ skills in your job?

6. Answer questions (1-7) in exercise 5.

extra vocabulary

Verbs that can be used with 'a project':

- implement
- initiate
- launch
- set up
- start
- carry out
- work on
- be involved in
- lead
- manage
- organize
- supervise
- complete
- deliver

E.g. They set up the research project with help from the university.

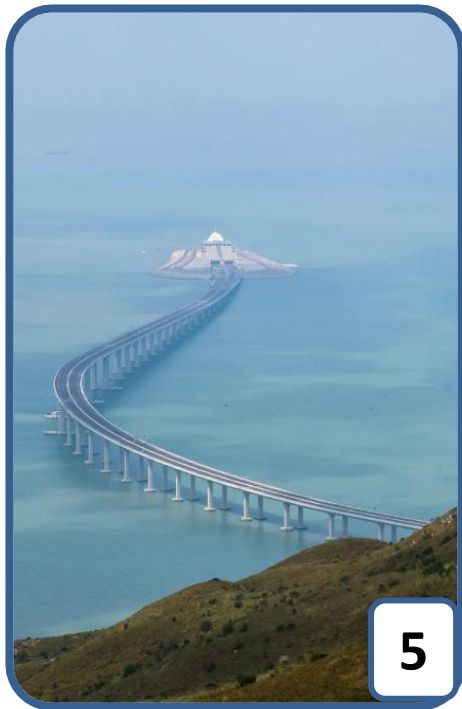
1. Match pictures (1-5) with the project descriptions (a-e) and budgets.



1



3



5



2



4

\$18.8 billion

€600 million

\$2.5 billion

\$12 billion

\$10 billion

a) **The Louvre Abu Dhabi** is a big museum in Abu Dhabi that displays art and historical items from around the world.

b) **The Curiosity Rover** is a robot sent by NASA to Mars to explore the planet's surface and send back information. It landed in 2012 and is still working, sending pictures and data back to Earth.

c) **Hong Kong-Zhuhai-Macau Bridge** is a very long bridge and tunnel system that connects Hong Kong, Zhuhai, and Macau. Finished in 2018, it is the longest sea-crossing bridge in the world.

d) **Dubai Palm Jumeirah** in Dubai is an artificial island built in the shape of a palm tree, filled with hotels and houses.

e) **James Webb Space Telescope (JWST)** is a powerful telescope that was sent into space to take pictures and collect data from the universe.

2. Read the sentences below and try to guess what they are about. Then read the article on the next page and check your ideas.

1. _____ are a new form of performance that combines technology, art, and creativity.
2. _____ were very expensive initially.
3. _____ are an innovative and environmentally friendly alternative to fireworks.

3. Read the article and decide if sentences (1-5) are *true (T)* or *false (F)*. Correct the false ones.

1. Drone light shows create patterns in the sky using drones.
2. Drone light shows are considered an environmentally friendly alternative to fireworks.
3. Evan finds his work as a drone pilot boring.
4. The Shenzhen High Great company set a world record with a drone show that used 7,000 drones in 2020.
5. The Shenzhen High Great team didn't meet the deadline and fell behind schedule.



Drone light shows are fascinating displays where drones make various patterns in the sky. The process of creating such shows is simple. A design team creates a plan with pictures and moving effects. They use a computer program to turn these designs into instructions to make drones fly, and a soundtrack is usually created to accompany the show.

'My favorite part is that work doesn't feel like work, it feels like a hobby', says Evan, a drone pilot. 'We travel all around the world for our job and we get to play with drones every day. A lot of the time you don't even notice you're working ten to twelve hours a day. Besides, it's very rewarding when we see the shows at night.'

Fireworks are criticized for being noisy, polluting, and harmful to wildlife and humans. Drone light shows are an innovative and environmentally friendly alternative to fireworks. Many things make it hard to do drone light shows, such as high costs, expensive insurance, and safety requirements.

Drone light shows were very expensive initially. However, their prices are decreasing, and the main thing that affects the cost is the number of drones used. For example, a small show costs about \$20,000. However, it doesn't require many drones to make a good show. Even a smaller event with 50 drones can still be impressive.

The Shenzhen High Great company holds the Guinness World Record for performing a drone show with 5,164 drones in 2021. The team managed to **meet the deadline** and **finish ahead of schedule** with the record-breaking performance. They were able to **allocate resources** and **stay within budget**, ensuring that they didn't **fall behind schedule**. The team was effective in **delegating tasks** to make sure everyone could **get on with their tasks** effectively. Regular **updates** were provided; everyone was **on track** and could **catch up** if they were **falling behind**. Li Chenliang, the General Manager of HighGreat, said that drone light shows are a new form of performance that combines technology, art, and creativity, and it is environmentally friendly.

4. Match (1-10) with (a-j) to make phrases from the article.

1. meet

2. fall

3. catch

4. be back

5. finish

6. allocate

7. stay

8. delegate

9. get on

10. get
- a. resources

b. with a task

c. on track

d. updates

e. the deadline

f. up

g. behind schedule

h. within budget

i. tasks

j. ahead of schedule

5. Match the phrases from exercise 4 with their definitions below.

1. Start or continue working on a task. __

2. Work faster to finish on time after a delay. __

3. Spend only the money that is planned or available. __

4. Receive the latest information or progress reports. __

5. Complete work on time. __

6. Distribute available resources, like time, money, or materials. __

7. Return to the planned schedule or path. __

8. Ask someone else to do a task. __

9. Not progressing as planned; delayed. __

10. Complete work earlier. __

6. Apple Park is Apple’s Headquarters located in California.
Use the phrases from exercise 4 to describe this project.

E.g. Budgeted: \$3 billion - Spent: \$5 billion - They didn’t stay within budget.

Apple Park is Apple’s Headquarters

Budgeted: \$3 billion	Spent: \$5 billion.
Construction started: 2013 Projected Completion: 2017	Opened: April 2017

Apple planned how to use their workers, money, and materials.

Apple gave different jobs to different people who were experts in those jobs (e.g. building and designing)

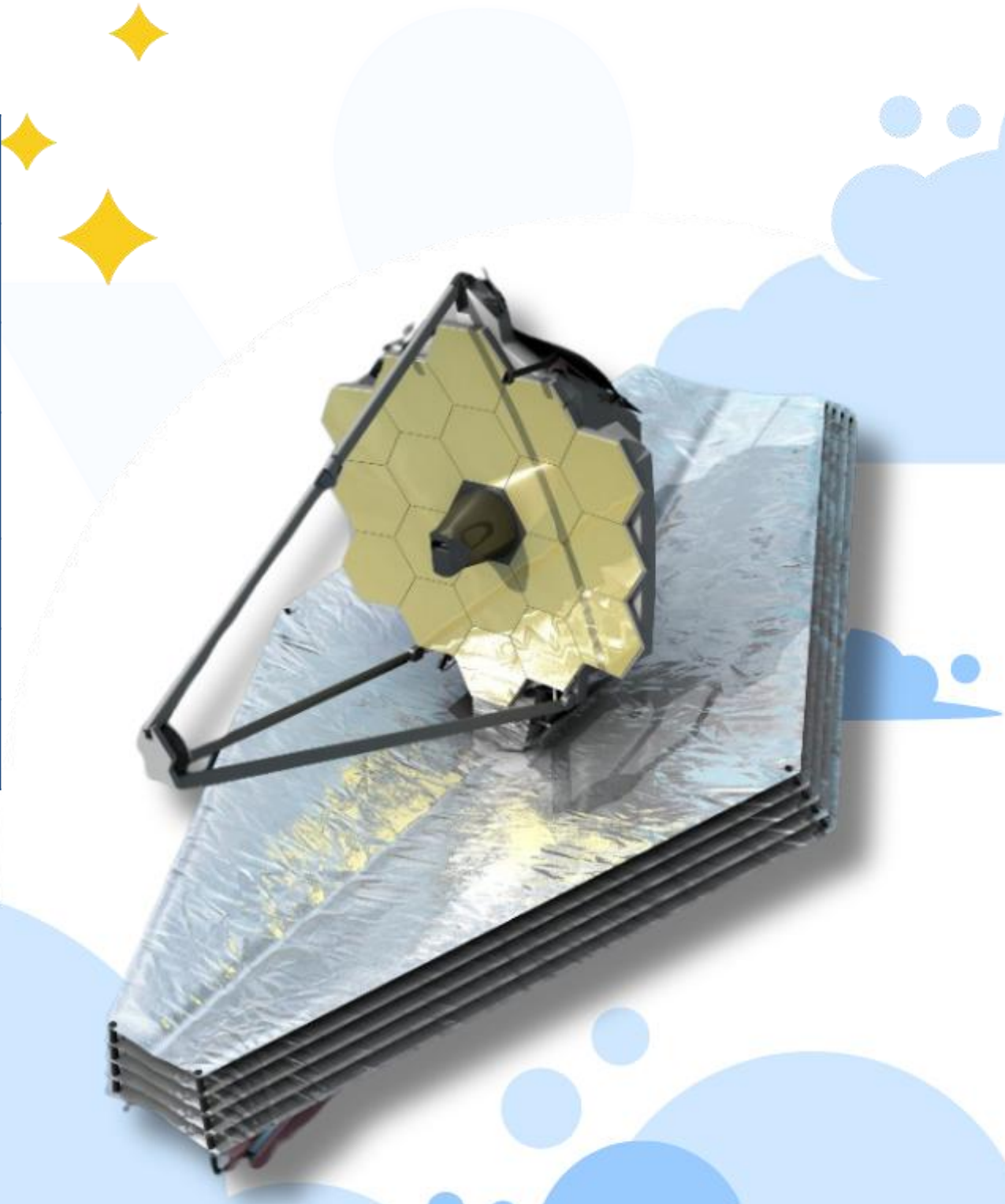
Apple had regular meetings to know how the work was going.

Some parts of the work got delayed because they were complicated.



7. Use the information below to describe the James Webb Space Telescope project.

James Webb Space Telescope	
Construction Started	2004
Projected Completion	October 2021
Delays	July 2020: launch postponed to 31 October 2021 due to the impacts of the COVID-19 pandemic as well as technical challenges.
Launched	December 18, 2022
Budgeted USD	\$1 billion
Spent USD	\$10 billion



extra writing

Imagine that you want to apply for the job below and describe your recent project (80-100 words):

NewConstruct is a multinational construction company. We are currently looking for a motivated and competent project manager to be based in our Madrid office. The successful candidate will have experience in managing people and allocating resources.

To apply, send your CV to Hans.Hills@newconstruct.com

1. What project that you worked on in the past was the most:

- interesting
- difficult
- boring

2. Read an article about the Hubble Space Telescope. What was the problem on the project?

3. What solution do you think the scientists found? Choose one of the options below and give reasons.

1. In 2000, NASA put a new telescope in space to replace Hubble. It took good pictures and was a good replacement but it cost 1.2 million USD.

2. In 1995, scientists used a special robot to solve the problem with Hubble. The robot went to space and reshaped the mirror precisely.

3. The issue was corrected in 1993 during a space shuttle servicing mission, which installed a set of small mirrors to correct the light path, effectively serving as "spectacles" for Hubble.

NEWS



NASA **launched** the Hubble Space Telescope in 1990, but it **had** problems. The main mirror **had** a small manufacturing mistake, called "spherical aberration." This meant the edge of the mirror **was** too flat. Because of this error, the pictures that the telescope **took** were not clear; they **were** blurry. The scientists **had** a tough time because of this mistake, but they eventually **found** a way to fix it.

4. Decide if the tenses in bold are either the *past simple* or *present perfect*.

- 1. NASA **launched** the Hubble Space Telescope in 1990.
- 2. Recent observations made by the James Webb Space Telescope **have revealed** new details of the atmosphere of a distant planet called K2-18 b.
- 3. Space telescopes **have changed** our views on life beyond Earth.

5. Complete the rules (a-c) with '*past simple*' or '*present perfect*' and match them to sentences (1-3) above.

LANGUAGE POINT

- 1. We use _____ to talk about a specific event in the past (we know when the event happened: yesterday, ago, in 2014, last week). *E.g.* _____
- 2. We use _____ to talk about experiences or something that happened in the past and is relevant now. The time is not specified or important. *E.g.* _____
- 3. We use _____ to talk about changes that affect the present. *E.g.* _____



Audio 3.3

6. Choose the correct option (*past simple* or *present perfect*), then listen and check.

A maglev, or magnetic levitation train, is a high-speed train that floats above the tracks using magnets, so it doesn't touch the ground.

In the early 20th century, inventors **have presented / presented** the first maglev. German inventor Hermann Kemper **received / has received** the first patent for a maglev system in 1934. The United Kingdom **has built / built** and **operated / has operated** the first functional and full-sized maglev transport system in 1984. It **has connected / connected** Birmingham Airport to Birmingham International railway station.

Since then, Japan, China, South Korea, and Germany **have developed / developed** their own fast maglev trains.

At the recent World Manufacturing Convention, China **presented / has presented** a maglev train capable of running at 600 kilometers per hour. Additionally, several countries like the United Kingdom and the United States **have achieved / achieved** significant advancements in maglev technology. For example, The Hyperloop, currently in developmental stages, aims to achieve speeds of up to 760 miles per hour (1,220 kilometers per hour).

Featuring the new 600kmh super high speed maglev train at the World Manufacturing Congress in Hefei, China



Present perfect and past simple

7. Work with a partner / teacher. Ask each other questions using the Present Perfect or Past Simple. Use the prompts below or your own ideas.

E.g. Have you ever changed jobs? / When did you last change your job?

- change jobs
- start a company
- invest
- refuse a job offer
- do volunteer work
- manage a big team
- interview someone for a job

extra writing

Answer the question (80-100 words):

What's the most interesting project that you've participated in?

extra grammar

- We use **for** + a period of time (two years, a week):
E.g. I've lived in Munich for 2 years.
- We use **since** + the start of a period (10 o'clock, 2018)
E.g. I haven't seen Sally since April.

1. Complete the infographic about meetings with the numbers below. Then check your answers on the next page.

?% of employees



daydream in meetings

30

?%



of meetings are productive

73

?% of employees



multitask in meetings

39

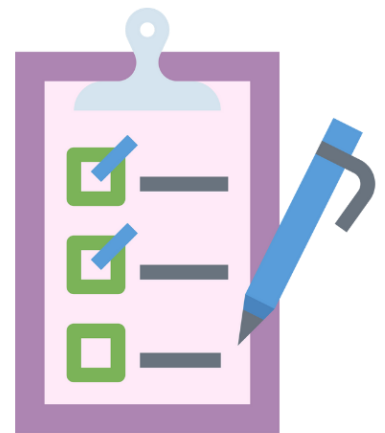
2. Discuss the following statistics with your teacher / partner. Do you think it's the same in your company?

39% of employees



daydream in meetings

30%



of meetings are productive

73% of employees



multitask in meetings



Audio 3.4

3. Read the context, then listen to the meeting and complete the notes.

Context

Atlassian, a software company, has an innovative program called "ShipIt Days". This event happens once a quarter and gives employees 24 hours to work on any project they choose. The idea is to encourage creativity and teamwork. Employees form small groups or work alone to 'ship' a new idea or solve a problem. At the end of the 24 hours, they present their projects to the whole company. The best ideas might be developed into real products. Alex (Team Leader), Jamie (Software Developer) and Taylor (Project Manager) are preparing for the event and are meeting to discuss the progress.

Agenda

- 1. Development tools _____
- 2. Venue _____
- 3. Catering service _____
- 4. Judging criteria _____
- 5. Breakout areas _____
- Jamie is going to _____
- Taylor is going to _____



Audio 3.4

4. Match (1-8) with (a-h), then listen again and check.

- | | |
|---------------------------------|-------------------------------|
| 1. How's everything _____ | a. up the Atlassian tools. |
| 2. So far, _____ | b. the venue? |
| 3. Everything's _____ | c. on track. |
| 4. Can you update me _____ | d. the breakout areas? |
| 5. We've set _____ | e. with the judging criteria? |
| 6. What's the progress on _____ | f. going? |
| 7. What's happening _____ | g. on the development tools? |
| 8. Where are we with _____ | h. so good. |

extra vocabulary

Assign / give / set somebody a task.

E.g. A small team at head office has been assigned the task of restructuring the system.

5. Read the expressions and ask your teacher to clarify any meanings you do not understand.

Asking for an update

- Can you update me on ... ?
- What's the progress on ... ?
- How's everything going?
- What's happening with ... ?
- Where are we with ... ?

Giving an update

- We've done / finished / completed ...
- So far, so good.
- Everything's on track.
- We're currently (verb + -ing ...)

Summing up the action plan

- So, let's check we all know what we're doing.
- You're going to ... and I'm going to ...
- Let's meet again in two weeks to review the situation / progress.

Delegating

- Is that something you can help with?
- Can anyone else help you?
- Would you like to help with that?
- I'd like you to help ...
- Yes, no problem. / I'll do it.
- Sorry, but ... / I'd do it, but ... /
- I'm afraid I can't do it.

6. Work with a partner. Read the information below and give/ask for updates. Use the key expressions.

Student A

You and Student B are in charge of organizing a corporate lunch. Use the notes below to ask student B for an update.

- Budget?
- Date and time?
- Venue?
- Catering?

Student B

You and Student A are in charge of organizing a corporate lunch. Use the notes below to give student A an update.

- Budget – *not yet, need to negotiate with finance*
- Date and time – *November, 12 ✓*
- Venue – *problem, all venues are booked. Ask Student A for help*
- Catering – *done ✓*

Asking for an update

- Can you update me on ... ?
- What's the progress on ... ?
- How's everything going?
- What's happening with ... ?
- Where are we with ... ?

Giving an update

- We've done / finished / completed ...
- So far, so good.
- Everything's on track.
- We're currently (verb + -ing ...)

Summing up the action plan

- So, let's check we all know what we're doing.
- You're going to ... and I'm going to ...
- Let's meet again in two weeks to review the situation / progress.

Delegating

- Is that something you can help with?
- Can anyone else help you?
- Would you like to help with that?
- I'd like you to help ...
- Yes, no problem. / I'll do it.
- Sorry, but ... / I'd do it, but ... /
- I'm afraid I can't do it.

1. Answer the questions.

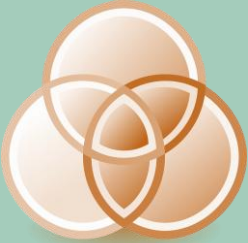
1. Why do people need to set goals?
2. What are your short-term goals?
3. What are your long-term goals?

2. Read about SMART goals and try to guess what each letter of this acronym means. Check your ideas on the next page.

SMART goals help people make clear and easy-to-follow plans. They make it easier to understand what needs to be done, see if you're making progress, and know when you've reached your goal.



3. How do you understand each word? Explain.

S	M	A	R	T
				
SPECIFIC	MEASURABLE	ACHIEVABLE	REALISTIC	TIMELY



Audio 3.5

4. Read the context, then listen to a meeting and answer the questions.

Mellow Cosmetics from Australia wants to sell their makeup in the Middle East and Asia. Their products are vegan and not tested on animals. Now, you can buy them in Australia, New Zealand, the US, and the UK, in stores or online. The company sees Dubai, India, Saudi Arabia, and Vietnam as good places to sell their products, so they want to open more stores there.

- 1. What are the goals?
- 2. Are the goals SMART? Why?



Audio 3.5

5. Listen again and write down the phrases used to speak about goals (optional).

6. Read the goals from the audio. Discuss them with your partner / teacher and change them to SMART goals. Use the phrases below.

1. Let's try to open shops in Dubai and India first.

- **Specific** _____
- **Measurable** _____
- **Achievable** _____
- **Realistic** _____
- **Timely** _____ *E.g. It would be good to open shops in Dubai by Christmas.*

2. Our goal should be to find more information before deciding.

- **Specific** _____
- **Measurable** _____
- **Achievable** _____
- **Realistic** _____
- **Timely** _____

Setting Goals:

- I think we should aim to...
- It would be good to...
- I suggest we try to...
- Let's aim for...
- Our goal should be to...
- I propose that we...

Discussing Feasibility:

- Is it feasible to...?
- Do you think it's possible to...?
- Is it realistic to think that...?
- Can we really...?
- Is ... achievable?
- It may be achievable if we...

7. Work with a partner / teacher. Choose one of your goals and analyze it using SMART goals.

Example:

1. I want to improve my English.

- *Specific – no, it's very general*
- *Measurable – no, if you learn one word, will you improve your English?*
- *.....*
- *Timely – no, do you have a deadline?*

2. I want to be able to read an English language newspaper article without a dictionary in a year, so I will learn 5 new words every day.

- Specific ✓
- Measurable ✓
- Achievable ✓ (depends on level, but it can be done)
- Realistic ✓
- Timely ✓

extra vocabulary

- **set (sb) a goal**

E.g. The sales team have set themselves a series of goals to achieve by the end of the month.

- **reach/achieve a goal**

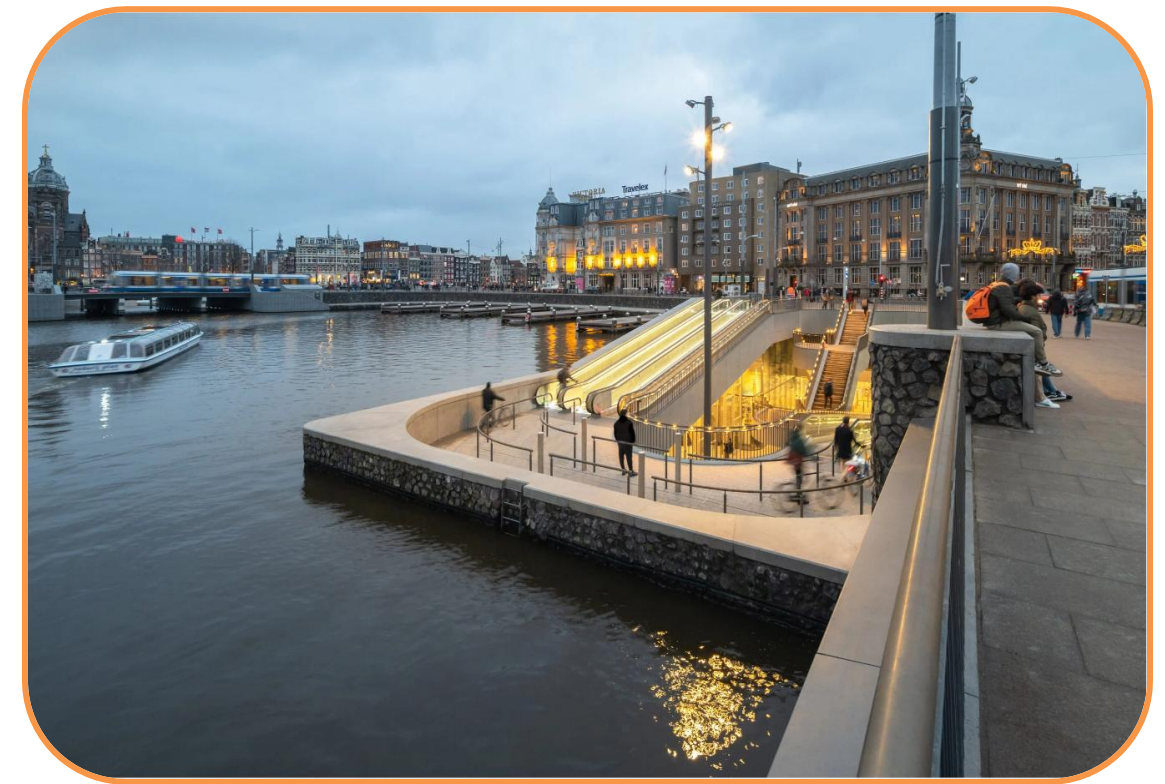
E.g. Are the changes helping the organization achieve its goals?

extra writing

Imagine that you need to organize the transfer of your company's headquarters to a new location. Write an email to your team members and set them goals **(60-80 words)**.

1. Look at the pictures and answer the questions.

1. What country do you think it is?
2. What is there downstairs?
3. Why do you think it's located underwater?



2. You are going to watch a video about Amsterdam's Underwater Bike Garage. Before you watch, match phrases (1-7) from the video to definitions (a-g).

- | | |
|---------------------------------|---------------------------------|
| 1. show someone around | a. a little |
| 2. a bit | b. kind of |
| 3. bike racks | c. it was slow |
| 4. shared bikes | d. they can repair your bike |
| 5. you can have your bike fixed | e. bicycles you can rent |
| 6. sort of | f. places to lock bikes |
| 7. it took a long time | g. help someone explore a place |



3. Watch the video and answer the questions.

https://www.youtube.com/watch?v=KWig7AVrP_A&ab_channel=DutchCyclingEmbassy

1. Who is Pieter Visser?
2. How many places are available in the new bike garage?
3. What kind of art is there in the bike garage?
4. What services are there?
5. Why did it take 12 years to realize the bike garage?
6. How much did it cost?



4. Read about some other projects. Are there any similar facilities in your country?



The InterContinental Shanghai Wonderland in China is an extraordinary hotel built inside an old *quarry*. Because of this unique design, parts of the hotel, including two of its 18 floors, are below ground and underwater next to a large lake. Guests in these rooms can watch fish swimming by. Located close to Shanghai, this hotel shows how old, unused places can be transformed into exciting new spaces. The construction took around five years and cost \$300 million.

quarry - a large artificial hole in the ground where stone or minerals are dug out.



The Muraka in the Maldives is not just any hotel – it's underwater! This special villa, part of the Conrad Maldives Rangali Island resort, lets guests sleep below the ocean, surrounded by fish and corals. Completed in 2018 after two years of construction, The Muraka offers a unique experience. It's like stepping into a different world, a dream many wish to live. The Muraka is known as one of the most expensive hotels in the world. A single night could cost over \$50,000.

5. Answer the questions about your country.

1. What are some of the global projects?
2. What are the major infrastructure developments?
3. Are there any world-renowned structures being built in your region?
4. What is the tallest building in your country?
5. Are there any big stadiums or arenas where you live?

extra vocabulary

develop something into something

E.g. They're planning to develop the whole site into a shopping complex.

extra vocabulary

- **in progress** - if something is in progress, it is happening or being done now

E.g. The construction work is already in progress.

- **progress on something**

E.g. We are making progress on improving our core business.

1. Replace the underlined phrases in the sentences (1-9) below with their synonyms (a-i).

- | | |
|--|-----------------------------|
| 1. I need to <u>complete the project on time</u> . | a. allocate resources |
| 2. He is <u>late on finishing the project</u> . | b. stay within budget |
| 3. After the delay, we are now <u>following the plan again</u> . | c. get updates |
| 4. We managed to <u>complete the project early</u> . | d. delegate tasks |
| 5. We need to <u>assign the right people</u> to the project. | e. get on with a task |
| 6. We need to <u>spend only the money we have planned</u> . | f. meet the deadline |
| 7. The manager should <u>give tasks to the team members</u> . | g. fall behind schedule |
| 8. It's time to <u>start working on the task</u> . | h. be back on track |
| 9. We should <u>ask for new information</u> about the project. | i. finish ahead of schedule |

2. Complete the sentences (1-7) with the phrases below.

- | | |
|----------------------------|---|
| • be back on track | 1. He was excited about the opportunity _____ the science fair. |
| • finish ahead of schedule | 2. We must work fast and not _____. |
| • to take part in | 3. We fixed the problems and are now _____. |
| • stay within budget | 4. We worked hard and managed to _____. |
| • check on progress | 5. We must spend carefully to _____. |
| • get on with | 6. Every Friday, the team leader meets with us to _____ of the ongoing project. |
| • fall behind schedule | 7. We don't have all day to finish this job, so can we just _____ it? |

3. Complete the phrases with prepositions.

1. take part _____ something
2. learn _____ the experiences of others
3. deal _____ the budget
4. check _____ progress
5. fall _____ schedule
6. be back _____ track
7. finish _____ of schedule
8. stay _____ budget
9. get _____ with a task

4. Match questions (1-5) with answers (a-e).

- | | |
|---|--|
| 1. Is it feasible to complete the design within a week? | a. Certainly. I suggest we schedule an update meeting every Tuesday. |
| 2. Is it realistic to think that getting feedback from the sales team would be beneficial? | b. Yes, our goal should be to involve other departments. |
| 3. Can we really expect other teams to contribute to our planning process? | c. Absolutely. Their insights from customers could be very useful. |
| 4. Is setting a deadline for feedback achievable? | d. Definitely. It would be good to set a clear deadline to keep us on track. |
| 5. Is it feasible to keep everyone constantly updated on our progress? | e. I think we should aim to finalize it by next Monday. |

5. Put the verbs in brackets in the present perfect or past simple.

- 1. Our team _____ (complete) the first phase of the project.
- 2. The manager _____ (not/review) the latest proposal yet.
- 3. I _____ (work) on similar projects in the past.
- 4. She _____ (be) a project manager for three years before joining our company.
- 5. How many tasks _____ you _____ (finish) today?
- 6. We _____ (hold) a kickoff meeting last Monday.
- 7. The stakeholders _____ (not/give) their feedback since the last presentation.
- 8. The project _____ (face) several challenges since it started.
- 9. They _____ (submit) the report last week.

6. Are the underlined parts of these sentences right or wrong? Correct the wrong ones.

- | | |
|---|-------|
| 1. They <u>have completed</u> the initial phase last month. | _____ |
| 2. Dora <u>has never used</u> this project management software before. | _____ |
| 3. We <u>had a meeting</u> about the project’s progress yesterday. | _____ |
| 4. The team <u>worked</u> on the software update since January. | _____ |
| 5. The project manager <u>has announced</u> the final deadline last week. | _____ |
| 6. They <u>have been</u> to the project site three times this year. | _____ |
| 7. Kurt <u>has participated</u> in a similar project in 2019. | _____ |

7. Complete the exchanges with the words below.

- so
 - on
 - with
 - so
 - on
 - with
 - on
1. A: Can you update me _____ the project status?
B: We're currently finalizing the design phase.
 2. A: What's the progress _____ the new marketing campaign?
B: _____ far, _____ good. We've completed the initial research and are now drafting the promotional materials.
 3. A: Where are we _____ the conference preparations?
B: We've secured the venue and are now working on the itinerary.
 4. A: What's happening _____ the team training?
B: Everything's _____ track. We've finished the theoretical modules and will start with hands-on sessions next week.

8. Put the words in order.

1. check / doing / we're / all / know / So / we / what / let's. _____.
2. with / help / that / something / Is / can / you? _____?
3. that / help / like / Would / to / you / with? _____?
4. on / report / Can / update / me / you / the? _____.
5. the / event / What's / happening / with? _____?
6. are / budget / with / the / we / Where? _____?
7. the / presentation / I'd / to / help / you / like / with. _____.
8. the / data / We're / reviewing / currently. _____.