

How to plan a project

In this lesson you will learn how to talk about plans for a future project.

Starter

- Which of the following flavourings and sauces are popular in your country?
mustard mayonnaise soy sauce
barbecue sauce ketchup salad dressing
mango pickle chilli sauce
- Choose one of the flavourings or sauces from 1. How could you describe the taste? Are any of these words appropriate?
creamy fiery garlicky oily hot
light oniony rich salty savoury
smoky spicy sweet strong



Expressions

- Katarina works for *GreenGrow*, a company which produces organic food products. The chart summarizes the product development of a new sauce. Place the missing stages 1-5 in the chart.
 - free taste tests in shopping centres
 - search out possible ingredients
 - plan marketing
 - choose top possibilities for new sauce
 - prepare questionnaire

PHASE 1

Generating ideas

read historic cookbooks
a _____
brainstorm sauce concepts and names
chefs produce trial sauces
b _____

PHASE 2

Market research

c _____
telephone registered Sauce Club customers
focus groups
d _____
update meeting
final decision on which sauce to produce

PHASE 3

Product development

sourcing of ingredients from producers
technical planning
e _____
product testing
production and product launch phases

Speaking

- Look at the following quotations by colleagues who are managing projects but having some problems. Make suggestions in each case.

"I'm working on five different products but there's only one product that the markets are desperate for!"

"The schedule we've been given is unrealistic. There's no way we can complete the task."

"One member of our team always disagrees with everyone else. It's really delaying us."

"Whenever I call a meeting there are always some people who can't come. This makes it hard to ensure we're all doing the right work."

Language box

Going to and the present continuous are often used to discuss plans that are already made:

We're going to have a party on the 7th.
I'm meeting her next Wednesday.

This contrasts with *will*, which is often used when the planning, thinking, or decision-making is being done at the time of speaking:

I'll do it.
It won't be ready in time.

Will can also be used to inform others about plans and invite or order them to take part:

We'll meet next week.

Hint

When you **plan on** doing something, you intend to do that thing.

When you **plan for** something, you prepare for it.

When you **plan** something **in**, you include that thing in your plan or you schedule it.

Writing

- 1 Your colleague was absent from the meeting which discussed the new sauce project. Write an email to them outlining what will happen. Refer to some of the project stages in the chart. Include new information, telling the recipient of your email what their role will be and what they need to do.



Look

Look at listening script 8.1 on page 125. Find more examples of the future. Decide why the tenses are used in each case.

2 Listen to check your answers from 1.

3 Listen again. Replace the words in bold in these sentences with the words that Katarina uses.

- We need to **get** this new sauce very quickly onto the shelves by early May.
- So the time we have from now till the product is on sale is just nine months.
- I'll be working with you on **improving** and focusing on the questions to ask.
- We can't afford to **get behind on** our schedule at all.
- If we get permission to do what we **planned**, we'll move straight on to the next phase.

4 Look at these sentences from the recording. Can you explain the words in bold?

- This meeting is to inform you about what some of the main parameters are.
- We need a team to work in parallel to Masha's group.
- Now, there are two **caveats**.
- We have no **contingency budget**.
- There will be an important **waypoint** at the end of August.

We use the future continuous to talk about things in progress at a certain time or over a certain period in the future:

I'll be working with you all next month.

The present simple is typically used to refer to timetabled or scheduled events:

The conference starts at 10.00.

When talking about the future, native speakers can often choose one of a number of possible structures, depending on their interpretation of the context. For this reason, it is more challenging to say exactly why one structure sounds correct than it is when studying sentences about the past or present.

Lesson record

3 new words from this lesson

3 useful phrases from this lesson

1

1

2

2

3

3

Things to remember

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