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Unit 7 Talk about projects

Describe past actions | Describe a project | Talk about time



Warm up

When you want to buy something important, for example, a car, a PC, a camera, how do you decide what to buy? Do you ask people for recommendations, read about products in magazines or search the internet?

Building vocabulary

Verbs and nouns

Match the verbs on the left with the noun phrases on the right to describe some of the things you do before buying something. There is more than one way to match some of the verbs. Use a dictionary to help you.

go to	prices
telephone	a store
ask about	a decision
ask for	different suppliers
look at	recommendations
choose	the best model
make	different models

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What do you say? 1

Past simple

1 How do you form the past simple of the verbs in *Building vocabulary*? Write the past simple of each verb in the correct column of the table.

+ -ed	+ -d	Irregular

2 What is the past simple of these verbs? Add them to the table.

arrive meet finish spend decide start work

Grammar reference: Past simple affirmative, page 89

Task 1
Individually

Objective: Talk about past actions

Step 1 Preparation

Think of something you bought a short time ago. Where did you buy it? How did you choose it? Make a list of things you did before you bought it.

Whole class

Step 2 Practice

Say what you bought and explain where you bought it and how you chose it. Use the past simple.

Listening



1 Jack Delaney, the CEO of the Northern Bank, describes a project to buy new paintings for the bank's head office. Look at the list of actions below. In what sequence do you think he did them? Under *Your sequence*, order the actions 1–6.

Your sequence		Jack's sequence
☐	Visit different art galleries.	☐
☐	Discuss the idea with the board of directors.	☐
☐	Order the paintings.	☐
☐	Set up a project team.	☐
☐	Look at the finances and agree the budget.	☐
☐	Present choices to the board.	☐

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2 Listen to Jack Delaney and see if you were right. Write the correct number under *Jack's sequence*.

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We often use the words and phrases below to show the sequence of actions. Jack Delaney uses some of these. Listen again and number them in the order that he uses them.

- ☐ First ...
- ☐ Second ...
- ☐ Third ...
- ☐ After that ...
- ☐ Then ... / So then ...
- ☐ Next ...
- ☐ Finally ...

Task 2
Pairs

Objective: Describe a project

Step 1 Practice

Practise describing the Northern Bank project: take turns to describe each action in the correct sequence. Start each one with an appropriate sequence word or phrase. Use the past simple.

Groups of 2–4

Step 2 Presentation

Choose one of the projects below, or think of a real project you have worked on. Imagine you were responsible for the project. What did you do? Write down five or six actions and number them to show the sequence. Then describe the project to the rest of your group using the past simple. You can start your talk like this:

I'd like to tell you about ...
The aim of the project was to ...

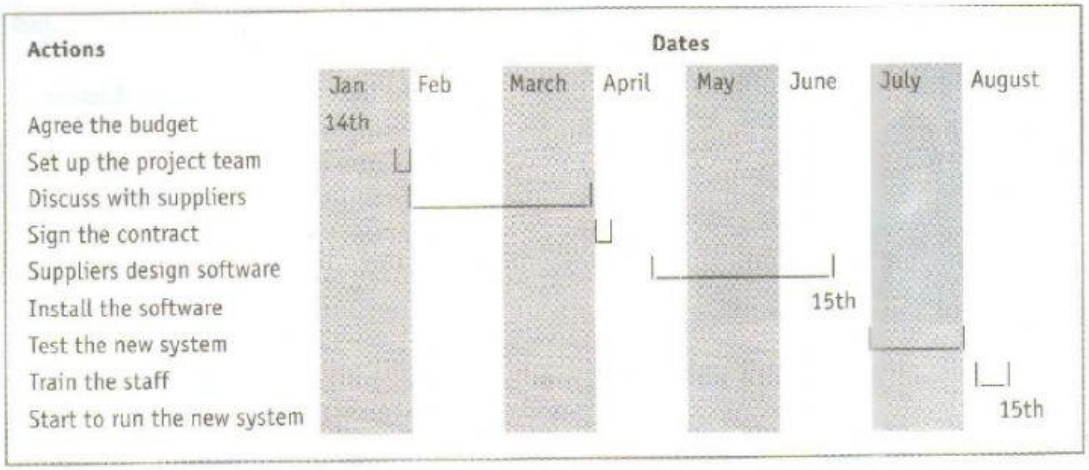
1. Finding a hotel for a conference
2. Arranging dinner at a restaurant for a group of important customers
3. Choosing new desks for your office

What do you say? 2

Talking about time

Read the details of the software project below and complete the sentences.

1. The first activity was to _____.
2. They _____ in July.
3. The project finished in _____.



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2 **Read the sentences below about the project. Today is 16th August. Choose the correct time expression to complete each sentence.**

in February and March yesterday between April and June
two months ago last week on 14th January at the end of January
at the beginning of April last month

1 The Finance Department agreed the budget *on 14th January*.
2 We set up the project team _____.
3 The team discussed ideas for the new system with suppliers _____.
4 We signed a contract with the suppliers _____.
5 _____, the suppliers designed the new software.
6 They installed the software _____.
7 They tested the new system _____.
8 We trained the staff to use the new software _____.
9 We started to run the new system _____.

Strategies: Dates, page 77

Task 3
Pairs

Objective: Talk about time

1 **Follow the instructions below.**

- Student A turn to page 98. You will see the details of a project that finished recently. Imagine you worked on this project and describe it to your partner. Say when each event happened: give the month or the precise date or say how long ago it happened.
- Student B write the project title and complete the table below.

Project: _____

Actions	Dates				
	Aug	Sept	Oct	Nov	Dec

2 **Change roles and repeat the task.**

- Student B turn to page 102.
- Student A write the actions and dates in the table.

Summary

In this unit you have learnt to:
- describe past actions
- describe a project and give the sequence of actions
- talk about time and say when you did something

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