



B

How to describe your current project

Briefing

It is important to be able to describe your current project – what you are working on right now. Use this formula to describe your job and your current project simply and clearly.

| | | |
|----------|-----------------|--|
| P | Project title | First, say what the name of your project is. |
| A | Project aim | Next, say what its aims are. |
| P | Project process | Then say how you are organizing you project. |
| O | Project outcome | Finally, say what the outcome or result will be. |

If you do this well, your partner or client will be able to ask questions to get more information or to clarify anything that is necessary.

Listening

- 1 Here are four PAPO descriptions. Listen and write down the key information. Pause the audio and listen again when you need to.

| Current project 1 | | Current project 2 | |
|-------------------|--|-------------------|--|
| P | | P | |
| A | | A | |
| P | | P | |
| O | | O | |
| Current project 3 | | Current project 4 | |
| P | | P | |
| A | | A | |
| P | | P | |
| O | | O | |



2 Listen again to the four PAPO descriptions.

- 1 In Current project 1 what word or phrase tells you that the schedule for the report will be difficult to achieve?
- 2 In Current project 2 what word or phrase tells you there is an obligation to submit the bid by the end of the year?
- 3 In Current project 3 what word or phrase means *now*?
- 4 In Current project 4 what word or phrase means the same as *aim*?

Business practice



1 Listen and repeat these sentences.

P How to describe your project title

The focus of my current project is ...
The project I'm working on right now is ...
The project I'm currently responsible for is ...

A How to describe your project aim

The aims and objectives of the project are ...
It's a project which is designed to ...
The project aims to ...

P How to describe your project process

The project is organized in three stages: plan, build and run.
There are three phases in the project: project research, materials design and project dissemination.
The project is divided into three main areas: sourcing contractors, agreeing contracts and managing the supply chain.

O How to describe your project outcome

You can describe the project outcomes in terms of QUALITY or of TIME.

QUALITY OUTCOMES

The project outcomes will be increased customer support, reduced customer complaints and higher overall customer satisfaction.
The outcome of the project will be improved performance and deeper staff engagement with the product and with the company.

TIME OUTCOMES

Stage one will be completed by December.
The project is due for completion by this time next year.

Glossary

To **disseminate** information or knowledge means to distribute it so that it reaches many people or organizations.



2

Test yourself. Complete the sentences with words from the box.

| | | | |
|-----------|------------|-------------|----------|
| based | outcome | responsible | purpose |
| agreement | contractor | supplier | overseas |

- I hope the of this negotiation will be successful.
- If all goes well we expect to make an by next month.
- I'm for the supply chain.
- Tell me the of your visit.
- I'm a to some of the largest companies in Britain.
- My company is in Dusseldorf in Germany but I work in Delhi.
- I'm here to find a to build the new power station.
- My job is to manage operations.

3

Test yourself. Complete the sentences with prepositions from the box.

| | | |
|----|----|-----|
| on | in | for |
|----|----|-----|

- My company is based Thailand.
- I'm responsible four hundred employees.
- I work a large multinational.
- I'm working a new project.
- The project is organized three stages.
- I am collaborating the project with three other companies.



4

You are at a conference and a business partner asks you about your current project. Listen and answer his questions.

Partner: Tell me what you're working on right now.

You:

Partner: Sounds interesting. What are its aims?

You:

Partner: I see. And tell me how you're running the project.

You:

Partner: And what will the outcome be? What are you hoping for?

You:

Partner: That's very interesting. Let me tell you what I'm working on at the moment. We're looking for a supplier who can ...



Business writing

What's on your business card? Remember, you need more information for use internationally than you need in your own country. And you may need information in the language of your partners or clients.

Writing task

Study this business card and then design your own card.

Company name and logo

Your name (first name and family name) and qualifications after your name (important in Eastern Europe, Latin countries and Asia)

Your job title (make sure it is clear)

Your company address

Your contact telephone number, mobile number and fax number

Your email

The company website URL

Key take-aways

Write down the things you will take away from Unit 1 and how you will implement them.

| Topic | Take-away | Implementation strategy – How? | Implementation time frame – When? |
|--|-----------|--------------------------------|-----------------------------------|
| How to introduce yourself – the elevator pitch | | | |
| What you need to include in a personal introduction | | | |
| PAPO – How to describe your project | | | |
| What to put on your business card | | | |
| How to present your card in different parts of the world | | | |