PRE-LISTENING

There are some vocabularies that will appear on the recording. Let's guess the meaning of each vocabulary by dragging its meaning equivalent to the vocabulary.

Sort elements

a very important stage or event in the development of something

an organized set of data that is stored in a computer and can be looked at and used in various ways

a point in time by which something must be done

to deal with a situation, a person, an area of work or a strong emotion

a person who uses the services or advice of a professional person or organization

database (noun):	
deadline (noun):	
milestone (noun):	
client (noun):	
handle (verb):	

DURING LISTENING

Listen to the recording and answer questions below

A Deadline
B Tasks
C Finishing line
D Section
E Start date
F Milestones
G Completion of phase 1

(1)	(2)	(3)				(4)	(5) ....
Team meeting	23/01	15/02	18/03	25/04	30/06	15/08	15/09
Draft questionnaire		■	■				
Check questionnaire			■	■			
Complete survey					■		
Enter data on database						■	
Phase 1							
Write report							■

A   B   C   D   E   F   G

Question 1:	
Question 2:	
Question 3:	
Question 4:	
Question 5:	

VOCABULARY PRACTICE

Let's listen to the recording again and fill in blanks below

If you look at this chart you can see how we plan our **1** _____ . This one is a survey we're working on this year about where people **2** _____ to shop. OK? Well, we always start by having a team **3** _____ . That's in the first **4** _____ called tasks. So, in this team meeting we decide what we need to do, who's going to do it and …err … when it's got to be ready. Right? So you can see here in the second column, we've got the start date of the project. That's the 23rd January. That's the same day we have the team meeting. If you look down the **5** _____ column you can see that the first thing we have to do is write a draft **6** _____ . You know, like an outline of the **7** _____ we want to ask. Then we have to check the questionnaire to make sure the questions are right. If you look at the lines in column three, you can see the **8** _____ when we have to complete important tasks in the project. These are what we call **9** _____ in the project. For example, when we've checked the questionnaire on the 25th April, we'll have reached a milestone, and when we've **10** _____ the survey on the 30th June, we'll have **11** _____ another milestone.

On the 15th August, when we finish entering the data on the **12** _____ , when we finish entering the data on the database, we'll have **13** _____ the first phase of the project. The second phase of the project **14** _____ writing the report. We'll be doing that between 15th August and the 15th September. And that's the **15** _____ for the project to be **16** _____ to the **17** _____ .