

PROJECT– WS1

Listen and complete.

So this is my project – a centre for (1) _____ citizens. We have to finish by the (2) _____ of the week, and I think we'll meet the deadline. We (3) _____ _____ schedule because of the Thanksgiving holiday, but we (4) _____ _____ catch up last week and we're (5) _____ _____ now – we may even finish ahead of schedule.

It was hard at first, knowing how to (6) _____ _____ – you know who does what, when, how much it will (7) _____ , stuff like that. I have managed to stay within budget, but only just!

I think the key thing I've learnt is the (8) _____ _____ _____. I try as much as possible to delegate tasks and (9) _____ _____ to get on with them. If I tried to do everything myself, we'd never finish on time. Teamwork is (10) _____ and I get updates from people every two days, so that I don't (11) _____ _____ the project. I'm very happy with the project – so far, things are going (12) _____ ____ plan. So, fingers crossed for the last few days.



Mp3 link