

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