

## UNIT 8 ➤ Managing projects

### Lesson 8.1 How long does it take?

#### Vocabulary A Choose the correct word.

- 1 I'm sorry, that phone is *in stock* / *out of stock*. We'll have more next week.
- 2 During *inspection* / *manufacturing*, we use different materials to create the product.
- 3 From the factory to the customer, the *lead time* / *demand* for our product is two weeks.
- 4 Yes, that item is *in stock* / *out of stock*. We can deliver it today.
- 5 *Demand* / *The lead time* for our product is higher than last year. Five thousand more sales this year!
- 6 A *standard model* / *custom model* costs more than a *standard model* / *custom model* because the manufacturer has to make changes.
- 7 Product *inspection* / *manufacturing* is the last stage. We check it works and is safe.

#### Communicative grammar B Put the words in the correct order.

- 1 time / the / lead / four / weeks / Is / ?  
\_\_\_\_\_
- 2 need / We / don't / week / a / .  
\_\_\_\_\_
- 3 Shipping / three / days / working / is / Europe / to / .  
\_\_\_\_\_
- 4 inspection / takes / Product / hours / four / .  
\_\_\_\_\_
- 5 to / write / report / the / hour / an / need / I / .  
\_\_\_\_\_
- 6 need / we / time / more / Do / ?  
\_\_\_\_\_
- 7 stock / in / model / standard / isn't / The / .  
\_\_\_\_\_
- 8 working / takes / two / days / It / process / to / invoice / an / .  
\_\_\_\_\_



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### Lesson 8.2 Reducing costs

#### Vocabulary A Choose the correct word.

- 1 We *saved* / *relocated to* a new warehouse in Zaragoza, Spain, last year.
- 2 They *reviewed* / *upgraded* expenses yesterday – now we have a better budget.
- 3 We spend a lot on paper, so I *negotiated* / *automated* a better price with the supplier.
- 4 In the past, our employees calculated sales figures, but we *automated* / *worked* the task and now the computer does it!
- 5 We had a lot of work last month, so we *outsourced* / *relocated to* work to a different company.
- 6 We *upgraded* / *saved* energy by turning the lights off.
- 7 Our team *negotiated with* / *worked* remotely last week when the office was busy.
- 8 Last year the manager *upgraded* / *saved* the technology to a better system.

#### Communicative grammar B Write past sentences using the prompts. Some verbs are irregular.

- 1 I / reduce / costs / in my department / last year.  
\_\_\_\_\_
- 2 We / see / a presentation / about new technology / yesterday.  
\_\_\_\_\_
- 3 My computer / not work / this morning.  
\_\_\_\_\_
- 4 Where / you / buy / the software?  
\_\_\_\_\_
- 5 We / not save / money / last month.  
\_\_\_\_\_
- 6 you / change / internet provider?  
\_\_\_\_\_
- 7 I / make / a mistake / on Friday / with the contract, / sorry!  
\_\_\_\_\_
- 8 We / receive / an email / about the budget / last week.  
\_\_\_\_\_

**UNIT 8** > **Managing projects****Lesson 8.3** Planning projects**Communicative grammar****A** Put the underlined verbs into the future. Use contractions if possible.

This project <sup>1</sup>relocates our warehouse to Dublin. It <sup>2</sup>takes six months to complete. Firstly, we <sup>3</sup>find a new warehouse. The new warehouse <sup>4</sup>is bigger. Then we <sup>5</sup>have meetings with the delivery company and warehouse staff. These meetings <sup>6</sup>don't happen before March. Finally, we <sup>7</sup>move to the new warehouse in June. The result is that we <sup>8</sup>sell more products.

- 1 will relocate
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_

**UNIT 8 ➤ Managing projects****Lesson 8.4 Giving feedback****Speaking A Choose the correct option.**

- 1 We're very happy with
  - a your work.
  - b your works.
- 2 This means
  - a that we can reduce costs by three percent.
  - b can reduce costs by three percent.
- 3 In future,
  - a ask your manager.
  - b asking your manager.
- 4 Remember
  - a to write the sales report.
  - b write the sales report.
- 5 Try to
  - a meeting customers every month.
  - b meet customers every month.
- 6 Well done on
  - a design the new product.
  - b designing the new product.