

Listening: C1

A project management meeting

Listen to a project management meeting to practise and improve your listening skills.

Before listening

Do the preparation task first. Then listen to the audio and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary	Definition
1. to collaborate	a. a benefit that a company's products or services provide to customers
2. a value proposition	b. something that a person has agreed to have ready by a specific time
3. to work cross-functionally	c. someone who has an interest in the success or failure of a project or product
4. a deliverable	d. to work together with others in order to achieve something
5. a timeline	e. a project schedule
6. a stakeholder	f. to work with people from different divisions or departments

Tasks

Task 1

Choose the correct option to complete the sentences.

- The project is important because ...
 - it will improve what the company is offering the customer.
 - it involves working with people from other departments.
 - the head office is closely following its progress.
- Matteo is concerned about ...
 - communication in the team.
 - taking on work that they have little experience of.
 - not having time to work on the project.
- Akiko is the best person to do the customer survey questionnaire because ...
 - she normally handles the company's marketing initiatives.
 - she has worked with John on similar tasks.
 - she has studied the subject.

4. Matteo initially asks for ...
 - a. paid overtime.
 - b. an assistant.
 - c. a reduction in his targets.
5. John's immediate response to Barbara's offer to help Matteo is ...
 - a. enthusiastic.
 - b. not entirely positive.
 - c. a definite no.
6. It's important that Matteo does the designs because ...
 - a. a client has asked specifically for him.
 - b. no one else knows how to do them.
 - c. he has the software to do them at home.

Task 2

Put the words and phrases in the correct order to make longer phrases.

1. get good clear to It's this
2. up It's to you
3. all have a lot you I know on
4. this your help appreciate on I really
5. to do So, the need first thing we is the questionnaire
6. to but I'm already I'd love up tied
7. moment I'm at overloaded the
8. OK. We'll out it It's work

Discussion

Do you have any tips for effective meetings?