

Unit 10 – Managing projects, delivering results

A successful career in project management

to work with both public and private sector organisations	Esmerelda enjoys the chance to work with both public and private sector organisations in her role as a project manager.	mit Organisationen aus dem öffentlichen wie auch dem privaten Sektor zusammenarbeiten
to oversee projects	Olivia is responsible for overseeing projects from the initial plan to the final report.	Projekte betreuen, Projekte überwachen, die Projektleitung übernehmen
to focus on integrating advanced technologies	A good project manager needs to focus on integrating advanced technologies to improve efficiency.	den Schwerpunkt auf die Integration moderner / fortschrittlicher Technologien legen
to use specific tools and methods	Amelia trains her team to use specific tools and methods for better project tracking.	bestimmte Werkzeuge und Methoden einsetzen
to discover a communication gap between teams	During the meeting, Noah discovered a communication gap between the marketing and design teams.	eine Kommunikationslücke zwischen den Teams feststellen
to clarify responsibilities	The manager called a session to clarify responsibilities and avoid confusion.	Zuständigkeiten klären
to update the timeline	Aurora had to update the timeline after the client requested changes to the project.	den Zeitplan aktualisieren
to implement better communication structures for future projects	One goal of the review was to implement better communication structures for future projects.	bessere Kommunikationsstrukturen für zukünftige Projekte implementieren
to assess deadlines	Theodore meets with his team every week to assess deadlines and make adjustments.	Fristen überprüfen / einschätzen
to share one's expertise on project management	Charlotte often speaks at conferences to share her expertise on project management.	die eigene Expertise im Projektmanagement einbringen / weitergeben

Dos and don'ts of project management

Dos of project management

to plan the project clearly from the beginning	Fatima always tries to plan the project clearly from the beginning to avoid confusion later.	das Projekt von Anfang an klar und strukturiert planen
to set realistic goals and deadlines	Adem sets realistic goals and deadlines so the team can complete tasks on time.	realistische Ziele und Fristen festlegen
to communicate regularly with the team	Hanife makes sure to communicate regularly with the team to keep everyone on track.	regelmäßig mit dem Team kommunizieren
to monitor progress and make adjustments when needed	Elijah monitors progress and makes adjustments when needed to stay on schedule.	den Fortschritt überwachen und bei Bedarf Anpassungen vornehmen
to manage risks and solve problems quickly	A good project manager knows how to manage risks and solve problems quickly.	Risiken managen und Probleme schnell lösen
to motivate and support team members	Ava motivates and supports team members so they feel confident in their work.	Teammitglieder motivieren und unterstützen
to keep all stakeholders informed	William keeps all stakeholders informed about the project's progress every week.	alle Interessensgruppen auf dem Laufenden halten
to document important decisions and changes	Harper documents important decisions and changes to make sure there is a clear record.	wichtige Entscheidungen und Änderungen dokumentieren

Don'ts of project management		
to ignore team feedback or concerns	Levi realised it was a mistake to ignore team feedback or concerns because it caused delays.	Rückmeldungen oder Bedenken des Teams ignorieren
to skip planning	You should never skip planning, or the project might run into serious problems.	die Planung überspringen
to set unclear goals	Noah learned that to set unclear goals makes it difficult for the team to know what to do.	unklare Ziele setzen
to avoid communicating with the team	Mustafa failed the project because he tried to avoid communicating with the team.	die Kommunikation mit dem Team vermeiden
to ignore risks or problems until they become serious	A good manager knows not to ignore risks or problems until they become serious.	Risiken oder Probleme ignorieren, bis sie ernst werden
to not trust one's team	Luna's project struggled because she did not trust her team to make decisions.	dem eigenen Team nicht vertrauen
to miss deadlines without explanation	Ben upset the client when he missed deadlines without explanation.	Fristen ohne Erklärung verstreichen lassen
to forget to review and learn from the project after it ends	Eleanor always warns new managers not to forget to review and learn from the project after it ends.	versäumen, das Projekt nach Abschluss auszuwerten und daraus zu lernen
Sports club newsletter relaunch		
to have a tight deadline	Violet realised the school newspaper relaunch project would have a tight deadline before the end of term.	eine knappe Frist / eine enge Deadline haben
to be at risk	The project was at risk when some articles were not ready on time.	gefährdet sein, einem Risiko ausgesetzt sein
to be on track	Suleyman checked the schedule to make sure the project was on track.	im Plan liegen, auf Kurs sein
to keep within budget	Anastasia worked carefully to keep within budget for printing and design costs.	im Budget bleiben
to set clear goals	The team decided to set clear goals for each section of the newspaper.	klare Ziele setzen
to be ahead of schedule	Elizabeth was happy to see that the team was ahead of schedule.	dem Zeitplan voraus sein
to be in charge of	Adel was in charge of coordinating the student writers and editors.	verantwortlich sein für, die Verantwortung haben für
to clearly allocate tasks	Eliana clearly allocated tasks so everyone knew which articles they were responsible for.	Aufgaben klar zuweisen, Aufgaben eindeutig verteilen
to meet deadlines	The team worked hard to meet deadlines for submitting photos and stories.	Fristen einhalten
to avoid scope creep	Ethan reminded everyone to avoid scope creep by focusing only on the planned articles.	eine Ausweitung des Projektumfangs verhindern
Dos and don'ts in business presentations		
Dos in business presentations		
to prepare well	Melek always takes time to prepare well before giving a business presentation.	sich gut vorbereiten
to speak clearly	Selim tries to speak clearly so that everyone can understand his ideas.	klar und deutlich sprechen
to use visuals	Emily uses visuals like charts and slides to explain her points more easily.	visuelle Hilfsmittel einsetzen, mit visuellen Materialien arbeiten
to stay on topic	Penelope makes sure to stay on topic during her presentation to avoid confusion.	beim Thema bleiben

to make eye contact	Asher makes eye contact with the audience to keep them interested.	Blickkontakt herstellen
to engage one's audience	Zoe asks questions to engage her audience and make the presentation interactive.	das Publikum einbeziehen, das Publikum aktiv mitnehmen
to ask for feedback	After the presentation, James always asks for feedback to improve next time.	um Feedback bitten
Don'ts in business presentations		
to read from one's notes / slides	Avery tried not to read from her notes / slides, so the presentation sounded more natural.	von seinen Notizen / Folien ablesen
to speak too quickly / quietly	Luca reminded himself to not speak too quickly or quietly during the meeting.	zu schnell / zu leise sprechen
to panic if you make a mistake	It is important to stay calm and not panic if you make a mistake in front of the audience.	in Panik geraten, wenn man einen Fehler macht
to be too casual	Abigail knew she should not be too casual, even though the meeting was informal.	zu locker / lässig auftreten
to be too predictable	Owen planned some surprises in his slides to not be too predictable.	zu vorhersehbar sein
to repeat oneself	John tries to not repeat himself, so the presentation stays clear and concise.	sich wiederholen
Creating impactful business presentations		
to be monotonous or sleep-inducing	A presentation that is monotonous or sleep-inducing can make the audience lose interest quickly.	monoton oder einschläfernd sein
to capture someone's attention	Using a surprising fact at the beginning helps capture someone's attention immediately.	jemandes Aufmerksamkeit gewinnen / auf sich ziehen
to lack creativity	If a presentation lacks creativity, even the most important information can seem boring.	an Kreativität mangeln
to (not) be very original	The presenter was not very original, so the audience quickly lost interest.	(nicht) besonders originell sein
to connect with a company / product / service	Showing how the topic connects with a company / product / service can make the presentation better.	eine Verbindung zu einem Unternehmen / Produkt / einer Dienstleistung aufbauen
to be convincing	Providing clear examples and data can be convincing for the audience.	überzeugend sein
to be credible	The presentation was credible because it provided a lot of facts and figures.	glaubwürdig sein
to become infectious	Enthusiasm in your voice can become infectious, encouraging the audience to engage.	ansteckend wirken, Begeisterung verbreiten
to leave a lasting impression	Ending with a strong story or memorable quote can leave a lasting impression on listeners.	einen bleibenden Eindruck hinterlassen
Phrasal verbs with get		
to get together	Every Saturday, my friends like to get together at a café.	sich treffen, zusammenkommen
to get behind on	If you get behind on your homework, it can be very stressful.	in Verzug geraten, (zeitlich) hinterherhinken
to get over	It took Mila a long time to get over her problems at work.	über etwas hinwegkommen, sich erholen von

to get by	Even with a small salary, he manages to get by each month.	zurechtkommen, über die Runden kommen
to get off	We will get off at the next stop, so be ready to leave.	aussteigen, losfahren
to get away with	Some students try to cheat, but they rarely get away with it.	mit etwas davonkommen
to get down to	Let's get down to work and finish this project today.	sich an etwas machen, ernsthaft an die Arbeit gehen
to get around	The team found a way to get around the problem and finish the project on time.	herumkommen, umgehen
to get on with	Despite the noise, Isla tried to get on with her studying.	mit jemandem auskommen, weitermachen mit
Presenting your school at a school fair		
to provide state-of-the-art technological tools and equipment	Our school is proud to provide state-of-the-art technological tools and equipment for every classroom.	moderne technologische Werkzeuge und Ausstattung bereitstellen
to organise outdoor activities and field trips	Every term, teachers organise outdoor activities and field trips for all students.	Outdoor-Aktivitäten und Exkursionen organisieren
to feature a relaxing area with comfortable seating, game consoles and flat-screen TVs	Visitors will notice that the school features a relaxing area with comfortable seating, game consoles and flat-screen TVs.	einen Entspannungsbereich mit bequemen Sitzgelegenheiten, Spielekonsolen und Flachbildfernsehern bieten
to offer a well-equipped gym	Some private schools offer a well-equipped gym for sports and exercise.	ein gut ausgestattetes Fitnessstudio anbieten
to provide after-school clubs	The school provides after-school clubs for music, art and drama.	Nachmittagsangebote anbieten
to visit museums / go to the theatre / concerts regularly	Students visit museums, go to the theatre and attend concerts regularly as part of their learning.	regelmäßig Museen besuchen / ins Theater / zu Konzerten gehen
to offer the chance to do internships abroad	Some students are offered the chance to do internships abroad and gain valuable experience.	die Möglichkeit bieten, Praktika im Ausland zu absolvieren
to provide the opportunity to take part in competitions	Our school provides the opportunity to take part in competitions on almost any subject.	die Gelegenheit bieten, an Wettbewerben teilzunehmen
to ensure a nutritious and well-balanced canteen service for students	The school ensures a nutritious and well-balanced canteen service for all students.	eine nahrhafte und ausgewogene Cafeteria / Schulkantine für die Schüler/innen sicherstellen
to offer language exchange programmes	Teachers offer language exchange programmes so students can practise foreign languages with partners abroad.	Sprachaustauschprogramme anbieten
to cooperate with local / international companies and businesses	We cooperate with local and international companies to give students real-world experience.	mit lokalen und internationalen Unternehmen zusammenarbeiten
to be able to adapt to changes	Staff are trained to be able to adapt to changes in technology or teaching methods.	sich an Veränderungen anpassen können
to demonstrate career opportunities for students	The fair will demonstrate career opportunities for students through workshops and guest talks.	Schülern/Schülerinnen berufliche Möglichkeiten aufzeigen