

# Unit

1

## How to Scope your Project



## Dialogue practice

### A Business Presentation

**Benjamad** : Hi Nipoln, this is Benjamad. How are you doing?

**Nipoln** : I've just returned from the Head Office. The weather is great! Bangnara is a great city!

**Benjamad** : Have you met Sunthi yet?

**Nipoln** : No, I haven't seen him yet. We have a meeting at 10 o'clock tomorrow morning. We are going to meet then.

**Benjamad** : Have you made your presentation yet?

**Nipoln** : Yes, I made the presentation yesterday afternoon. I was very nervous, but everything went well.



**Benjamad** : Has management given you any feedback yet?

**Nipoln** : Yes, I've already met with the sales director. We met immediately after the meeting and he was impressed with our work.

**Benjamad** : That's great Nipoln. Congratulations! Have you visited any cinemas yet?

**Nipoln** : No, I'm afraid I haven't had any time yet.  
I hope to take a tour around town tomorrow.

**Benjamad** : Well, I'm happy to hear that everything is going well. I'll talk to you soon.

**Nipoln** : Thanks for calling Benjamad. Bye.

**Benjamad** : Bye.



## Vocabulary

1. scope\_\_\_\_\_
2. value\_\_\_\_\_
3. process\_\_\_\_\_
4. approach\_\_\_\_\_
5. milestone\_\_\_\_\_
6. fiction\_\_\_\_\_



## Vocabulary

7. strategic\_\_\_\_\_

8. target\_\_\_\_\_

9. analyze\_\_\_\_\_

10. objective\_\_\_\_\_

11. organization\_\_\_\_\_

12. identity \_\_\_\_\_



## Grammar Focus

### Simple Future Tense (part 1)

**Simple Future tense** ประโยคอนาคตกาลเพื่อใช้พูดในงานวางแผนหรือนำเสนอผลงานต่าง ๆ

The simple future is used:

1. To predict a future event:

It **will rain** tomorrow.

2. With I or We, to express a spontaneous decision:

**I'll pay** for the tickets by credit card.

3. To express willingness:

**I'll do the** washing-up.

**He'll carry** your bag for you.



4. In the negative form, to express unwillingness:

The baby **won't eat** his soup.

I **won't leave** until I've seen the manager!

5. With I in the interrogative form using “shall”, to make an offer:

**Shall I open** the window?

6. With we in the interrogative form using “shall”, to make a suggestion:

**Shall we go to** the cinema tonight?

7. With I in the interrogative form using “shall”, to ask for advice or instructions:

What **shall I** tell the boss about this money?

8. With you, to give orders:

You **will do** exactly as I say.

9. With you in the interrogative form, to give an invitation:

**Will you come** to the dance with me?

**Will you marry** me?



## Simple Future Tense Example Sentences ประโยคตัวอย่างที่เป็นรูปอนาคตกาล

Future actions or future states (not plans):

He **will drive** all night long.

Next month he **will** be a new student in this school.

How old **will** he be next year?

It **will** be very cold next week.

This winter **will** not **be** very cold.

I hope you **will have** a nice trip.

I hope you **will** not be lazy again.

She **won't be** late again.

What time **will** they **arrive**?

**Will** you **come** with us?

We **will stay** for dinner.





## 1. To review for using the future simple sentences for the project work

Basic form of Future Simple โครงสร้างมาตรฐานของรูปประโยคอนาคตกาล

Subject + Will + Verb1 + Complement

### Examples

I will wash our car. I promise!

The sun is shining. I will close that curtain.

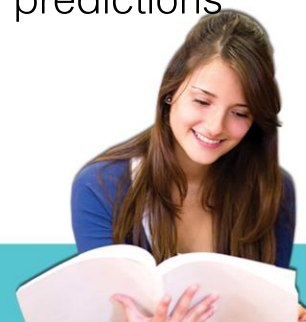
I think the bus No. 345 will come.

She will swim here for hours, speaking nothing.

\*The future simple is used in situations such as when making promises or predictions.

\*Going to; you can also use going to to express future. We use it to express predictions based on observing the present situation:

It's going to burn. Look at the color.



**Many uses of Future Simple** การนำประโยคอนาคตกาลไปใช้ในสถานการณ์ต่าง ๆ

**1. Promises:** The first use of the future simple to make promises

I promise to buy you a new smart phone.

Promise you will never tell me a lie.

**2. Unplanned actions:** Use this tense also to talk about unplanned decisions.

Don't worry! I will fix it for you.

I will close the window. It's dusty wind outside



**3. Predictions:** We often use Future simple when making a prediction based on experience or intuition.

It will snow next two days.

It will storm tonight

**4. Habits:** The last use of this tense is interesting: The future simple can be used to express habits.

He will bit his trump if he thinking about something.

They will always make noise when we are sleeping.



**Shall** รูปประโยคอนาคตกาลที่ใช้กริยาช่วย shall

You can also use shall to express future simple. It is more formal than will, and usually appears in formal speeches, agreements or guarantees.

**Examples:** – The fee shall be payed on this condition.

– We will never surrender.

Construction forms of shall

Subject + shall + .....

Subject + 'll + .....

Subject + shall + not + .....

Subject + shan't + .....



**Remember.** You should never use will somebody has already arranged or decided to do in the future: ตัวอย่างข้อควรจำพิเศษเกี่ยวกับการใช้ will และ shall

Mickey is moving to New Zealand next month. (correct)

Mickey will move to New Zealand next month.



We often use “will” with:

probably,    most likely I’ll probably drop in on aunt.

I think        This armchair is nice. I think we’ll love it.

I’m sure       This movie is not boring. I’m sure we will be interesting it.

I wonder      It’s a bit late. I wonder if James’ll come.

(if, when, what, who, etc.)

I expect       I haven’t seen Marks today, I expect he’ll call this afternoon.



## 2. To orient the project work theme and field

### How to Define the Scope of a Project



One of most importance thing of the project planning is to understand the project objectives.

In order to define the scope of a project, it is necessary to establish the project objectives first. The objective of a project may be to produce a new product or work, create a new service to provide within the organization, or develop a new bit of components. There are many objectives. And, the project manager can see that the team or contractors deliver a result that meets the specified functions and results. These are steps for defining the scope of a project. But you must first identify the following things:

- Project objectives
- Sub-phases
- Resources
- Schedule
- Goals
- Tasks
- Budget



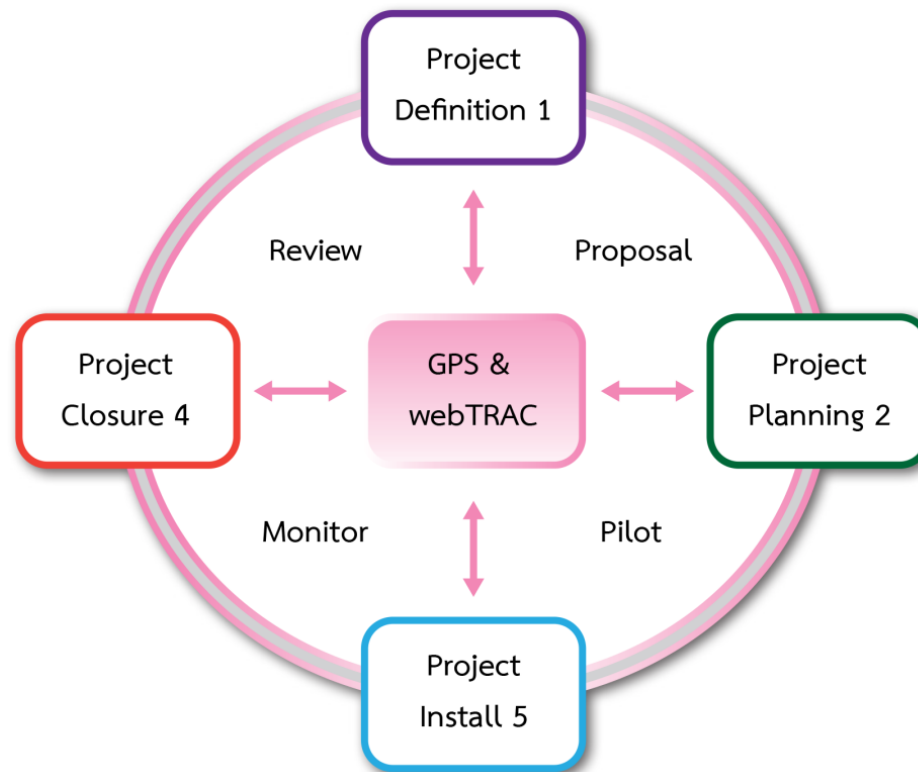


## The 8 Steps before Presenting your Project on Website

1. Planning
2. Design
3. Development
4. Testing
5. Release 1
6. Refinement
7. Launch
8. Post-launch



## The 6 Steps to Successfully Define the Scope of a Project



The following steps can help you to effectively define the scope of a project:

1. Identify needs
2. Discover objectives and goals
3. Scope description
4. Expectations and acceptance
5. Identify constraints
6. Identify necessary changes

### The Model of SMART

Keyword	Meaning	Example
Specific	Details exactly what needs to be done	decorate new style shop window
Measurable	Achievement or progress can be measured	motivate potential customers motivate common customers
Achievable	Objective is accepted by those responsible for achieving it	more customers visit the shop more customers buy more goods, services
Realistic	Object is possible to attain (important for motivational effect)	increase more than 15% of shop income
Time	Time period for achievement is clearly stated	In period of 3 months

