

ENGLISH FOR IT

#3 Deadlines and Project plans



Анастасія

Викладач Englishdom

Сертифікати: TOEFL

Досвід викладання - 5 років

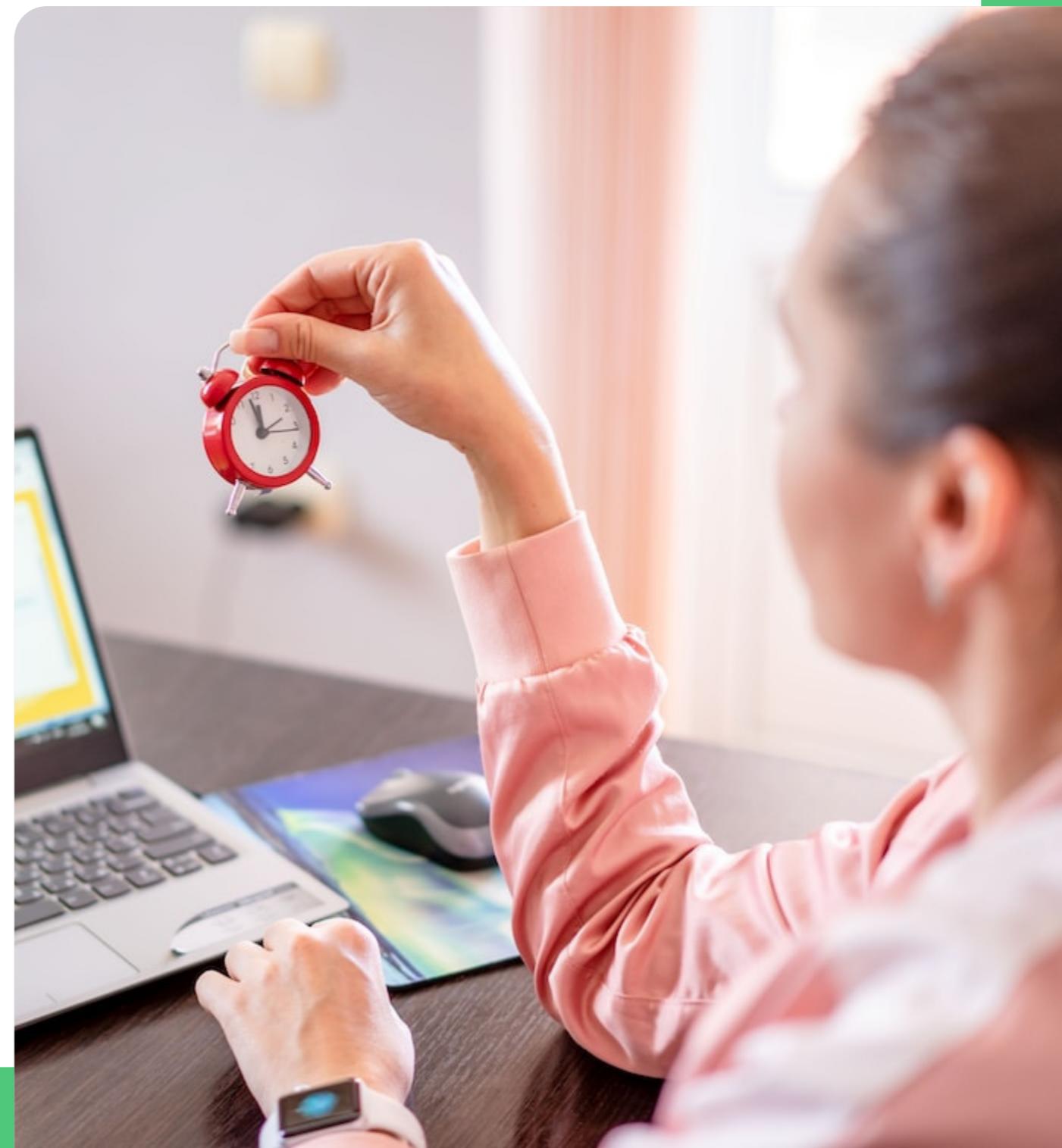
[ju:] Hi [hʌɪ] how [haʊ] are

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- 3 Get to know**

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- Present Perfect vs Past Simple

- 4 Game**
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Warm up



The question I ask myself like almost every day is, 'Am I doing the most important thing I could be doing?'

MARK ZUCKERBERG

Warm up



Answer the questions

- *How often do you come late to work?*
- *Are you good at time management?*
- *Do you work at a frantic pace?*

Vocabulary

To start from scratch – from the beginning, without using anything that already exists

Forecast – an estimate, or prediction of a future happening or condition

Veer off – to turn aside suddenly and leave some course, direction, or purpose



Can we fix the current computer system, or would it be better to **start from scratch** with a new one?



Forecasting involves data and tools to make predictions about business metrics and developments.



It's easy to **veer off** in the wrong direction when you are in the middle of planning an activity.

Vocabulary

Crunch time – software developers use it to describe the long, stressful hours of work that are often required in the final period before a new product launch

Scope creep – when a project's scope changes, the project work starts to extend, or “creep”, beyond what was originally agreed

A race against time – rush to meet a deadline, to be forced to do something very quickly



It's **crunch time** — we only have two more days to finish.



Avoiding **scope creep** helps leaders create a fair working environment for the team.



It's a **race against time** to get the task done before Christmas.

Vocabulary

Carry out – to bring to a successful issue: complete, accomplish

In the nick of time – means that you finish something at the last possible moment

Beat the clock – do something within the deadline or finish something quickly before a particular time



We need **to carry out** more research on this task.



It seems we've done it **in the nick of time**.



The team managed **to beat the clock** on delivering its new system.

Vocabulary

Frantic pace – things are done quickly and in an energetic but disorganized way, because there is very little time

Virtual deadline – as in “We tell you you've got a month, but we need it yesterday”

Oversee – to watch or organize a job or an activity to make certain that it is being done correctly



The sprint has been at **a frantic pace** for the past four weeks.



It's hard to work well under the pressure of **a virtual deadline**.



A project manager should **oversee** different teams, working towards different goals and with separate work schedules.

Get to know

Deadlines and Project plans

Project plans goals

Priorities: things we need to do / things we can do / things we want to do

Why: we are starting a new project to help businesses get rid of viruses

What: we are working on a striking firewall program

Who: our best developers will be involved in the project

When: we are going to present a working beta-version this summer

Project plans details

Tasks: set a kick-off meeting / develop a working beta / initiate a testing process

Responsibles: is / are responsible for a working beta

Start / end dates: 4th of July to 7th of August

Task status: complete / in progress / overdue / not started

Get to know



Our plan is to launch the project in March.



The first thing on our plan is to initiate a testing process of the cloud service.



The task is to be carried out on the 4th of July.

Get to know

Present Perfect

Affirmative

I
We
You
They
He
She
It
Everybody

+

have / has

+

track

Negfition

+

**have / has
not**

+

receive
calculate

Question

Have / Has

+

I
we
you
they
he
she
it
everybody

+

do
verify
hold

+

..... ed / III
form

Time phrases:

just, already / yet, lately / recently, ever / never, today, several times

Get to know



Mark has already written a code.



They haven't determined the things they need to do first yet.



You were so enthusiastic! What has happened to you?

Get to know

Present Perfect vs Past Simple

Present Perfect

connected with present

*Ex. Look at this receipt! I **have just received** it.*

the result is important and not when happened

*Ex. I **have performed** in public million of times. So I am not nervous.*

the period of time when action happened is not over yet

*Ex. He **has not read** your report today yet.*

Time phrases: just, already / yet, ever / never, how many times, lately / recently, for / since, how long, no time information

Past Simple

no connected with present, all about the past

*Ex. I **drew** this contract last year.*

when the action happened is important

*Ex. I **last performed** in public 10 years ago. It was awful.*

action happened in the past and the period is over now

*Ex. He **read** your report in the morning. So, tonight he will give you his feedback.*

Time phrases: yesterday, the day before yesterday, last year, a week ago, in 2010, when I was 17, then

Get to know



I have never veered off my schedule.



Last time they had to veer off the course because of the bugs.

a r e [ə] y o u [ju] H i [hʌɪ] h o w [həʊ] t h a t [θæt]

Game

 Read each statement below and choose the word that best describes your behavior. Write the corresponding number you choose.

Never – 1; Occasionally – 2; Often – 3; Always – 4

1. I feel I have to “cram” before an exam.
2. My homework is turned in on time.
3. I think I get enough sleep.
4. I pull all-nighters before midterms and finals.
5. I get activities with friends or family for a couple of nights a week and spend the amount of time with them that I planned.
6. When I’m working on a paper, I put off writing until a few days before it’s due.
7. I cancel social activities because I feel I don’t have enough time.
8. I get my papers in on time.
9. I find myself making a lot of excuses to my instructors about why my work isn’t done.
10. I feel comfortable about how I use time now.
11. I feel that something is hanging over my head, that I’ll never have enough time to do the work assigned.
12. I feel tired.

Score A – Add up the numbers for questions 1,4,6,7,9,11, and 12.

Score B – Add up the numbers for questions 2,3,5,8, and 10.

Game

Result:

- If Score A is greater than Score B, you are probably a procrastinator.
- If Score A is less than Score B, you manage your time well. If the scores are equal, you may procrastinate at times, but procrastination is not a habit.

Tips for learning how to avoid procrastination:

- Schedule Your Time
- Understand your priorities
- Tasks that are high urgency and high importance should take most of your time in the day
- Make a list of things to do today and keep it reasonable
- Make sure you give yourself free time for fun and relaxation
- Make time to reward yourself for completing goals
- Remember to look at your calendar every day
- Know when to ask for help or delegate

Game

Count the number of used Present Perfect and Past Simple

Mark Zuckerberg's Commencement address at Harvard:

The last couple of days has brought back a lot of good memories. I'm an unlikely speaker because we're technically in the same generation. We walked this yard less than a decade apart, studied the same ideas, and slept through the same Ec10 lectures. But today I want to share what I've learned...

I know a lot of entrepreneurs, and I don't know a single person who gave up on starting a business because they might not make enough money. But I know lots of people who haven't pursued dreams because they didn't have a cushion to fall back on if they failed. One of my favorite stories is about when John F Kennedy visited the NASA space center, he saw a janitor carrying a broom and he asked what he was doing. The janitor responded: "Mr. President, I'm helping put a man on the moon." We are part of something bigger than ourselves!

As I've traveled around, I've sat with children in juvenile detention and opioid addicts, who told me their lives could have turned out differently if they just had something to do. I've met factory workers who know their old jobs aren't coming back and are trying to find their place. We have a generational challenge — to not only create new jobs but create a renewed sense of purpose.

Game

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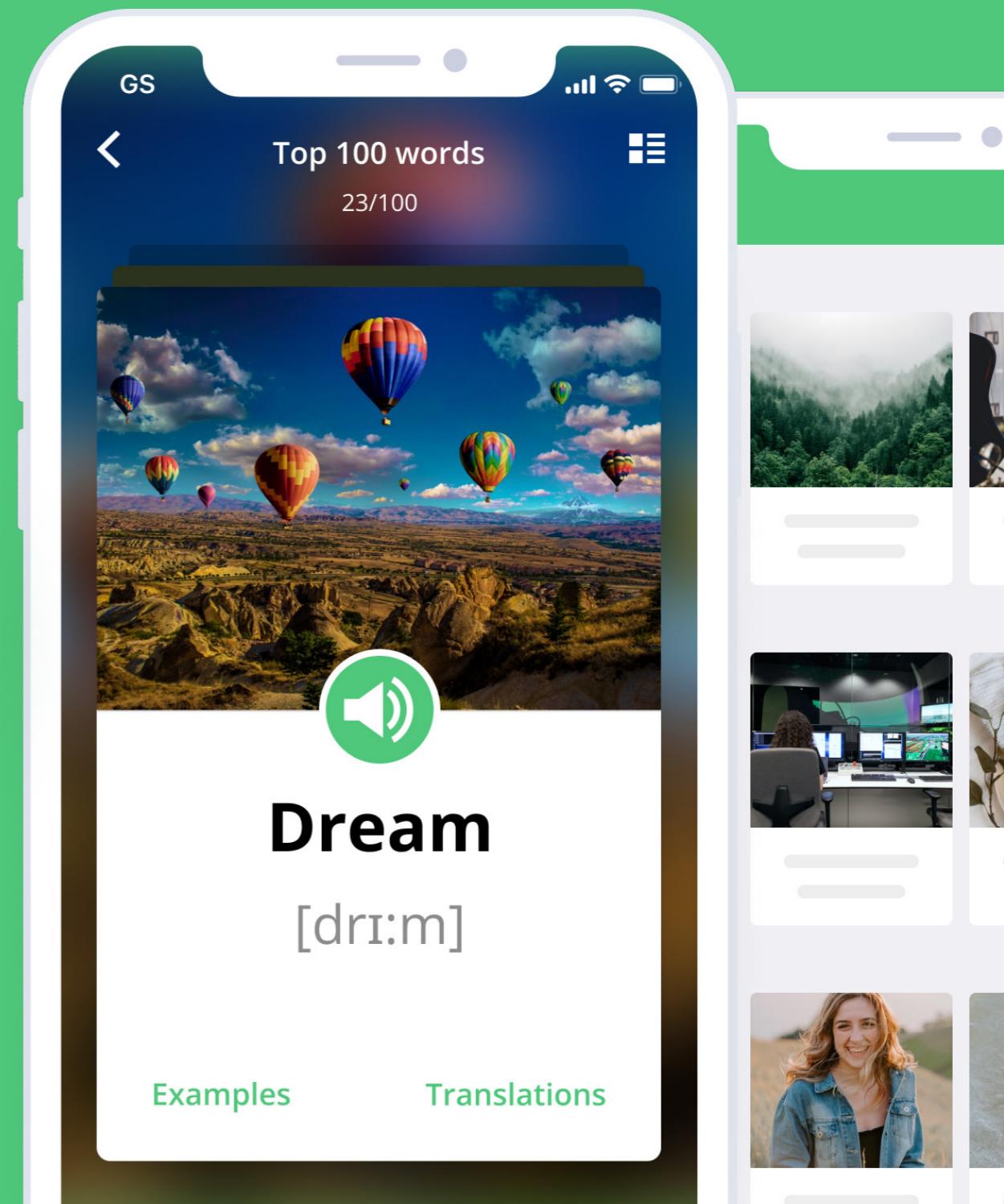
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Практика [Deadlines and Project plans](#)

Стаття [10 Approaches You Can Use To Minimize Deadline Stress](#)

Forbes

Стаття [How to Make a Successful Plan](#) Global banking and finance

Стаття [Procrastination, Deadlines, and Performance: Self-Control](#)

by Precommitment INSEAD

Відео TED's [Tim Urban: Inside the mind of a master procrastinator](#)

Відео Motivation Hub [Chase your dreams](#) Arnold Schwarzenegger

Thank you for your attention!

Do you have any questions?

Please feel free to send them to our chat!



[j u] H i [hʌɪ] how [haʊ] are