LearnEnglish Select Upper Intermediate
7.2 Organising training plans

Useful language

Prioritising
The most important thing …
First things first.
I think we need to get … in place straightaway.
… we might need to change priorities …
… has to take precedence …
… this has to be our priority.
Drop everything else and focus on …

Talking about budget and costs
stay within budget
Can we afford it?
Have we got the budget for that?
What extra costs are we talking about?
keep an eye on costs
Can you get some costs for…..?

Allocating roles
I think you'd make a brilliant (trainer).
Jessica will be great at …
Could you take over … ?
Can you look at … ?
It would be good to … if you could.
Could you be responsible for … ?
I think you'd be perfect as / for it …

Managing budgets and costs
go over (budget)
monitor (costs/budget)
keep to / stick to / stay within budget
cut expenditure
allocate money
revise figures
cost breakdown

Grammar

The and a/an
We use the articles *the, a* and *an* to refer to people and things.

The is used when we know which person or thing is being referred to:
Where's **the** training course taking place?

A and *an* are used when we don't know which person or thing is being referred to:
We must find **a** good training course for you.

Sometimes, we use *the* because the thing being referred to is unique:
Training is **the** vital part of this project.

Zero article
When we don't use any article at all, it is called the *zero article*. No article is used before some places, with plural nouns, and before most countries:

I did some teaching at university.
Training is vital.
Events are important for selling new products.
I'm going to be delivering workshops in Malaysia.

Some countries, however, require the use of *the*:

I think we'll need at least two more people from **the** *UK.*

Check my progress

Are these statements true for you? If not, go back and do some activities from the unit again.

	Yes	No
I can prioritise actions.	☐	☐
I can allocate roles for training.	☐	☐
I can discuss budgets and costs.	☐	☐