

The background of the slide is a photograph of a business meeting. Several people are seated around a wooden table, looking at documents and a laptop. A laptop screen in the foreground displays various business charts and graphs. A coffee cup is also visible on the table. A large teal-colored geometric shape is overlaid on the left side of the image, containing the main title text.

# **NEW BUSINESS ENGLISH 6**

## **Lesson 42**

### **Work Breakdown Structure**



# LEARNING GOALS

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- ◆ Work Breakdown Structure
- ◆ Gantt Chart



# Warm-up

- ◆ How does your company try to manage a lot of tasks?
- ◆ What special tools or charts does your company use to monitor tasks?







Lena shares the main phases and tasks with project members.

**Lena:**

We need to **nail down** all the details and the timeline for the new project. The design department will design the pattern and logo in the first week and have another week for further **revision** to finalize the design.

Meanwhile, the R&D department will **commence** searching for the optional manufacturers and select the optimal one within two weeks.

In order to improve efficiency, we plan to confirm the packaging materials and production process at the **preliminary** stage. The new packaging will **come on stream** once the finalized design is released. And it's necessary to assess the sample before signing the **formal contract**. An estimated one and a half months will be required for production to be completed.



## Role-play

Read and answer the questions.

**Lena:**

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# Learning Goal

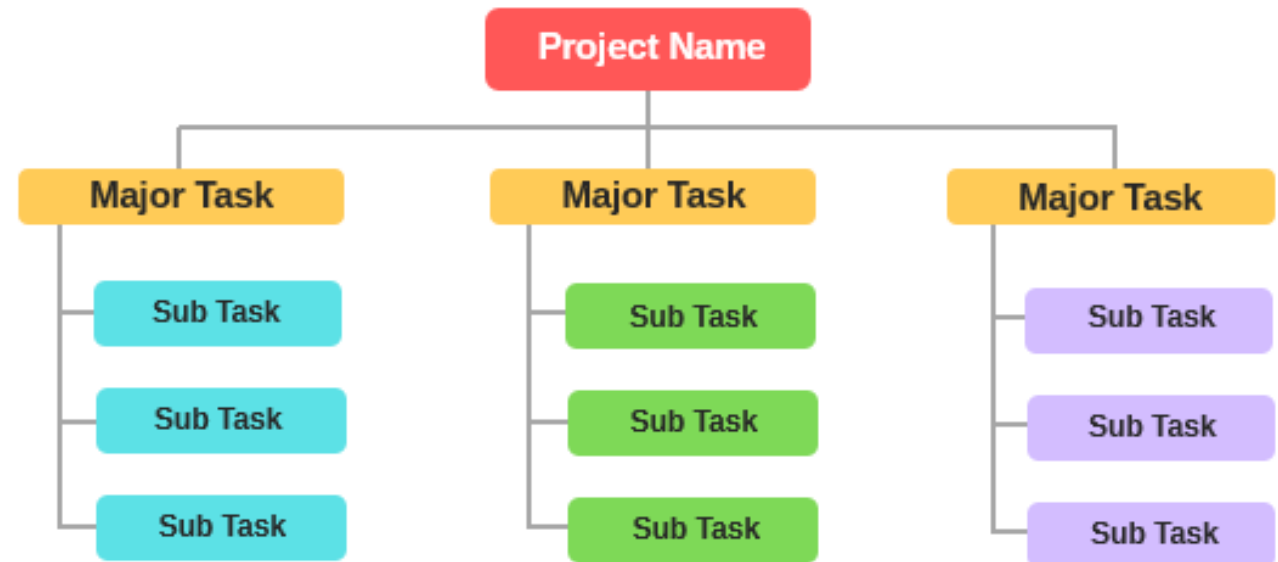
## ∴ Work Breakdown Structure

- **The Work Breakdown Structure** is an organizational hierarchical chart that breaks the work down into a structure.
- It is a helpful diagram because it presents a clear breakdown of the project scope and visualizes all the tasks required to complete the project.

**Level 1:** Project Goal/ Name

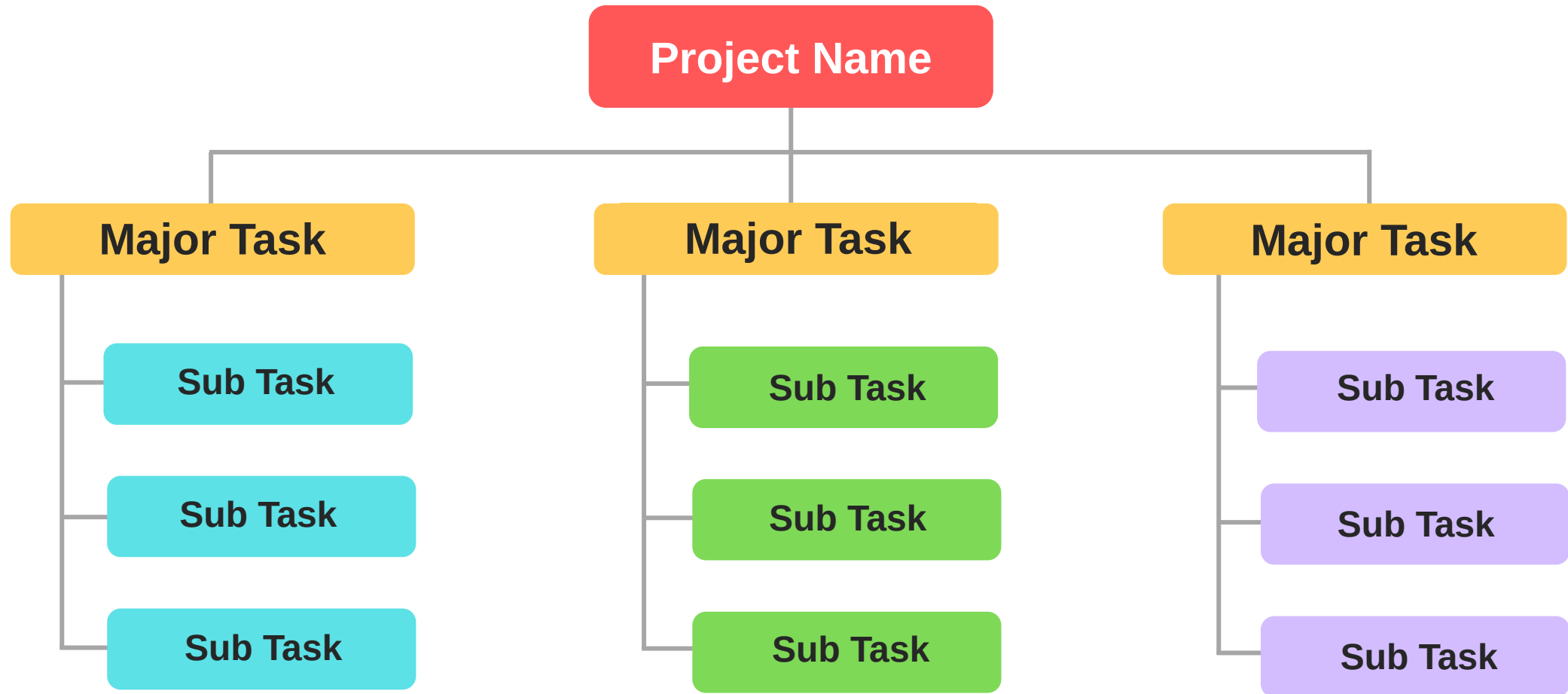
**Level 2:** Major Tasks/ Deliverable

**Level 3:** Sub Tasks



# Learning Goal

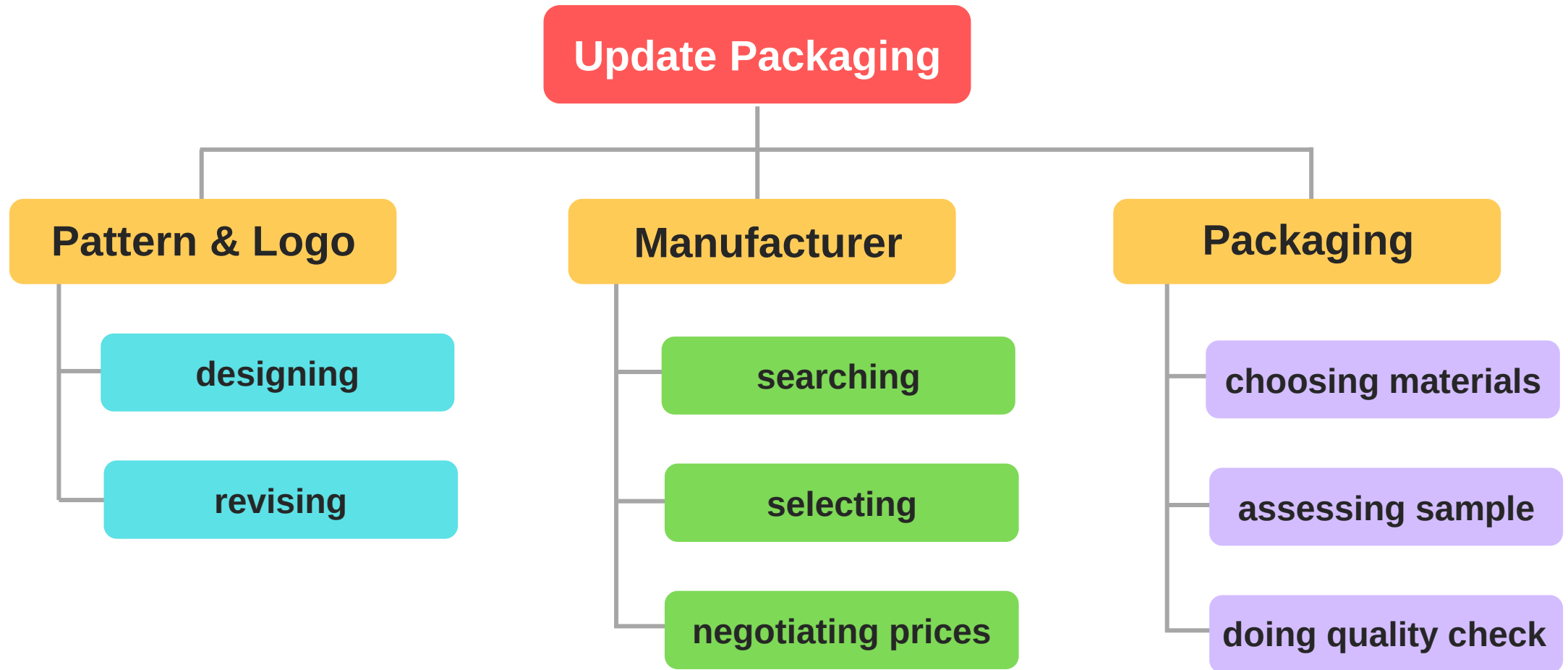
## ∴ Work Breakdown Structure





# Learning Goal

## ∴ Work Breakdown Structure



*\*example WBS for a short-term project*

# Learning Goal

## ∴ Gantt Chart

A **Gantt Chart** helps you assess how long a project should take, determine the resources needed, and plan the order in which you'll complete tasks.

Tasks	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
1. Designing: Pattern & Logo						
2. Revising & Finalizing the Designs						
4. Searching Manufacturers						
5. Production						
6. Quality Analysis						

### Sample descriptions:

- The design department will design the pattern and logo in the first week and have another week for further revision to finalize the design.
- The R&D department will commence searching for the optional manufacturers and select the optimal one within two weeks.

# Oral Practice

## Scenario:

Your team is going to work on a series of videos for a client. Describe the key points based on the Gantt Chart.

Task	Week 1	Week 2	Week 3	Week 4	Week 5
1. Writing the Script					
2. Casting					
3. Shooting Videos					
4. Recording Voiceovers					
5. Video Editing					
6. Reviews and Revisions					

*Q1: How long will the project last?*

*Q2: Which task would take the longest time to accomplish?*

*Q3: How soon will they be editing the videos?*

# Overview

## Keywords and expressions:

*nail down/ revision/ commence/ preliminary/  
come on stream/ formal contract*

### **The Work Breakdown Structure**

*Level 1: Project Goal/ Name*

*Level 2: Major Tasks/ Deliverables*

*Level 3: Sub Tasks*

*A **Gantt Chart** helps you assess how long a project should take, determine the resources needed, and plan the order in which you'll complete tasks.*

*Made by Keanu  
Proofread by Leras*

