

Answers

A) Match the phrases to the definitions

Based on the context of the article, can you match the words in the box to the definitions listed below? Then add the word into the example sentence. You may need to change the form of the word to fit the meaning of the sentence.

to hone	to further	to scrap	to raise the bar
to foster	to instil	to facilitate	to drive something forward
The driving force behind		to bring something to fruition	

- To raise the standards for the competition to follow: **to raise the bar**
*"Over the next few years, we really aim to **raise the bar** in terms of our output."*
- To cancel a plan, idea, policy or law: **to scrap**
*"We decided to **scrap** that idea in the end because it wasn't working."*
- The main thing or person which is causing something to make progress: **the driving force behind**
*"She really was the **driving force** behind our success."*
- To help the progress or development of something (such as skills, knowledge, your career or a project): **to further**
*"I would like to **further** my sales knowledge."
 "I believe that this company would offer me the ideal environment to **further** my career."*
- To make a process easier: **to facilitate**
*"The new chat platform should **facilitate** communication between team members."*
- To establish or 'install' an idea or attitude into someone's mind gradually: **to instil**
*"John has really **instilled** self-belief in a team which was previously so low on confidence."*
- To make something perfect gradually over a period of time: **to hone**
*"I am currently **honing** my sales pitch."
 "I wish to **hone** my English skills."*
- To make a plan happen, to complete a plan successfully: **to bring something to fruition**

*"We will need a lot of support if we are going to **bring** this ambitious plan **to fruition**."*

9. To make significant progress in a project or plan: **to drive the project forward**

*"This extra investment will really **drive** the project **forward**."*

10. Encourage the development of something: **to foster**

*"We are aiming to **foster** a strong loyalty and work-ethic among our team."*

B) Key Words in a New Context

Speeding Up The Project

Peter: So Stacey, could you tell us how the project is coming along so far?

Stacey: Yes certainly, well it's moving forward, but too slowly for my liking. We need to make some changes to ensure we meet our deadline.

Peter: What do you think seems to be the reason my progress is so slow?

Stacey: Well, as the deadline is so far away, it appears that there is no real sense of urgency in the team. I think that in order to **drive the project forward**, we need to set more aggressive targets and timelines. This will push us to work harder and be more efficient. We also need to **foster** a culture of accountability among our team members, whereby if we don't meet these new mini-deadline then there will be consequences affecting bonuses etc.

Peter: That sounds like a good idea. Maybe we could meet next week and I could help you to put together a timeline with some more fixed milestones.

Stacey: That would be very helpful.

Peter: One thing I would also recommend is to **scrap** any unnecessary meetings within the team. In our other project team, we have managed to halve the number of meetings, and it has brought about much better progress. We have started to use the Slack communication software much more than before, which has really **facilitated** much speedier communication without the need for endless meetings. As the project progresses, I think you will naturally **hone** your communication strategy anyway. You will start to see which meetings are necessary and which are not.

Stacey: I agree, although for now I really want to set up a few meetings to offer the team more tutorials on the product which we are producing. I still feel as if the team are not quite sure about the impact that this product is going to have on the market. I want to instil / **foster** a real sense of pride in the product, and I want the team to understand that when this product is released, it is really going to **raise the bar** in terms of standards across the whole industry. If the team feel like they are part of something special, then I believe that this will be the **driving force** behind the project's success, and will really motivate the team to put in the extra effort.

Peter: That is such a crucial point. If the team are not invested in the product that they are working on, then they will never be motivated to push forward. In you feel that way about your team then I suggest setting up some tutorials immediately. It will certainly pay off further down the line.

Personally, I certainly believe in your team as I know many of them personally, and I am certain that you have struck the right balance of people to **bring** such an ambitious plan **to fruition**.

C) Comprehension Questions

1. What are the 3 main solutions mentioned in the article with regards to speeding up the project?
 - **To instil a sense of urgency and accountability in the team by introducing more aggressive targets and deadlines, with consequences if the team fails to meet them.**
 - **To reduce the number of unnecessary meetings by using the Slack communication tool more.**
 - **To instil a greater sense of pride in the product by offering tutorials to the team.**
2. According to Peter, which solution will solve itself more naturally during the course of the project, and which solutions will be solved more urgently?
 - **Reducing the number of meetings will start to solve itself as the project progresses. The communication strategy will be 'honed' naturally.**
 - **Instilling a sense of urgency and accountability will be solved more urgently; they will have a meeting about it next week.**
 - **Instilling a sense of pride in the product will be done more urgently. Stacey says: "for now I really want to set up a few meetings to offer the team more tutorials on the product".**
3. Near the end of the discussion, Peter mentions that something will 'pay off further down the line'. Could you rephrase this in simpler English?

It means that you will see the rewards later in the project or after the project. If something 'pays off' it means that it will give you the rewards. E.g. "My hard work really paid off when I got the promotion."

"Down the line" means later in the project, or just later in general at an unspecified point: "If you don't prepare properly for the project, you will experience problems down the line."
4. What 2 reasons does Peter give at the end for why he believes the project will be a success?

He knows some of the team members personally. He believes that Stacy has "struck the right balance" of people in the team. To strike a balance means to find a balance. E.g. "I aim to strike a balance between work life and personal life."