



Ana Skledar Matijević

ENGLISH FOR PROJECT MANAGEMENT

based on IPMA (International Project Management Association) Competence Baseline



IPMA >>

This book is sponsored by IPMA E&T Board

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This book results from the implementation of the **integrated approach** to teaching and learning

Project Management and **English for Specific Purposes**

developed at the Baltazar Adam Krčelić Accredited College of Business and Management in Zaprrešić, Croatia.

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This
interdisciplinary approach
to teaching is based on using
IPMA ICB as
authentic material
for learning
English for Specific Purposes.

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In **10** units
the **46** competence elements
defined in **IPMA Competence Baseline**
are covered
and a **Glossary**
of the most important terms is included.

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- Unit 1** Project, programme, portfolio
- Unit 2** Project management success / Interested Parties / Project Requirements and Objectives/ Risk and Opportunity/ Quality/ Project Organization /
- Unit 3** Teamwork / Group Dynamics /
- Unit 4** Problem Resolution / Project Structures / WBS /
- Unit 5** Scope and Deliverables / Time and Project Phases / Gantt Chart / Resources / Cost and Finance
- Unit 6** Procurement & Contract / Changes / Business Case / Control and Reports / Information & Documentation / Communication / Start-Up and Close-Out

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- Unit 7** Leadership / Engagement and Motivation / Self-Control / Assertiveness / Relaxation / Openness
- Unit 8** Creativity / Brainstorming / Results Orientation / Negotiation / Ethics
- Unit 9** Projects Vs. Programmes / Portfolio Orientation / PPP Orientation / Permanent Organisation / Business
- Unit 10** Systems, Products and Technology / Personnel Management / Health, Security and Environment / Finance / Legal

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The **focus** is not only on developing the 4 traditional language skills (reading, writing, listening and speaking) but also on developing **specific language skills** necessary for **project management**.

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For learning PM terminology, there are plenty **vocabulary tasks**, such as:
matching exercises,
collocations exercises,
cloze tests, word games,
word search puzzles, crossword puzzles

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For developing PM skills, there are tasks which include **combined knowledge** of project management, idea gathering techniques, team work and language skills, such as:
case studies and
problem-solving tasks.

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The interdisciplinary approach is highly motivating because it helps develop **PM competences** and the supporting communication and **foreign language skills**.

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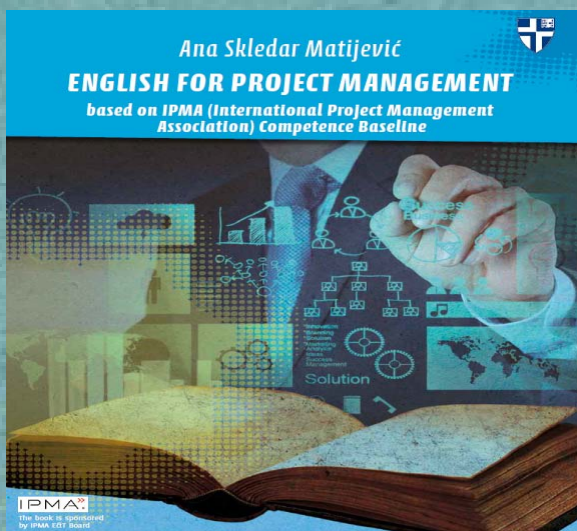


About the author:

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