



ภาษาอังกฤษ

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รหัสวิชา ๒๐๐๐๐-๑๒๐๒



Lesson 1

PROJECT WORK



หัวข้อเรื่อง (Topics)

1. Introduction to Project Work
2. Learning About Tools for Projects
3. How Projects Get Started and Done

1. Introduction to Project Work

A project is a task with a specific goal and deadline. It is different from daily activities because it has a clear start, steps to follow, and an end result. For example, building a model airplane is a project. You start with parts, follow instructions, and finish with a complete airplane.



Exercise 1 : Here are the steps to build a model airplane. They are mixed up.

Write the correct order using numbers (1-7).



.....Paint the airplane to make it look real.

.....Put the main parts together like wings and tail.

.....Buy a model airplane kit from a store.



.....Let it dry completely.

.....Use glue to stick the parts together.

.....Read the instructions carefully.

.....Test it to make sure it works and fly it.

A project is a special task that requires planning and effort to achieve a specific goal. Unlike daily tasks, it has a clear purpose and steps. Common examples of projects include organizing an event, building models, or conducting science experiments.

Happy

Sunshine

2. Learning about Tools for Projects



In this section, students will learn about computer tools that help organize and manage projects. These tools make it easy to track progress, share files, and finish tasks on time. Some popular tools are: Trello: A program that helps you organize tasks and track progress using cards and boards. Asana: A tool to assign tasks, check deadlines, and communicate with your team.

Google Docs, Sheets, and Drive : Tools for writing, sharing, and saving documents online so everyone can work together easily. By using these tools, students can organize their work better and complete projects successfully.

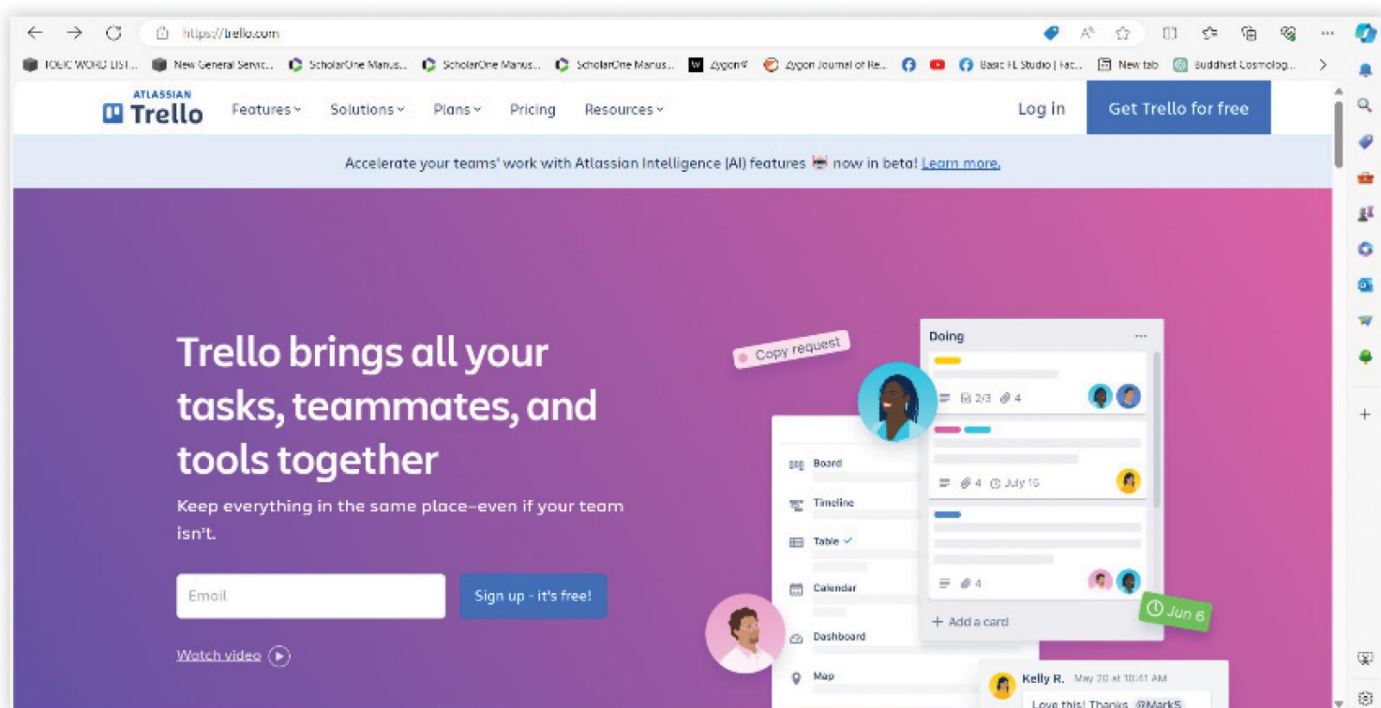
Example : Using Trello for Project Management

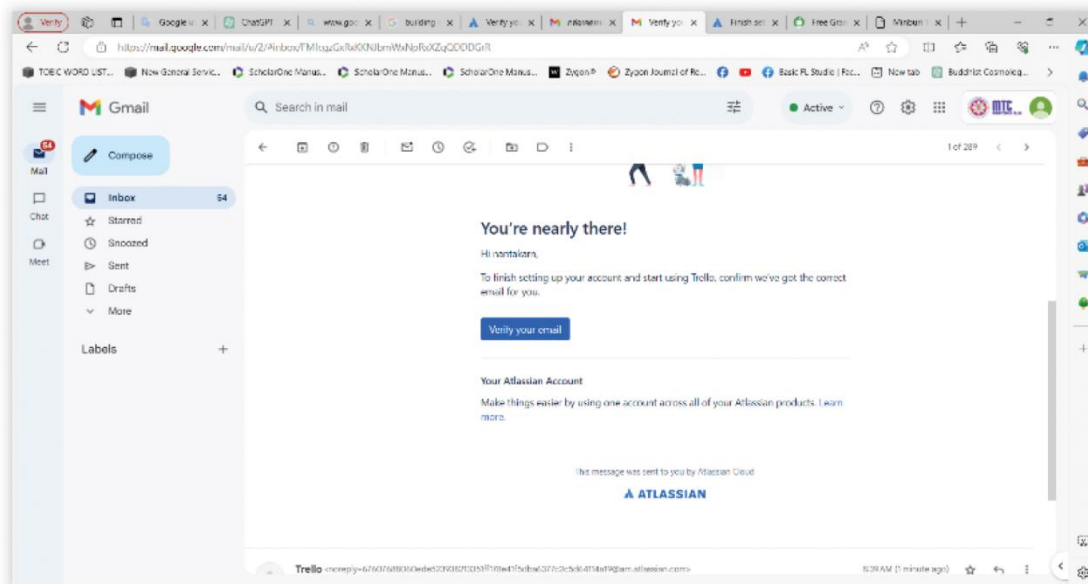
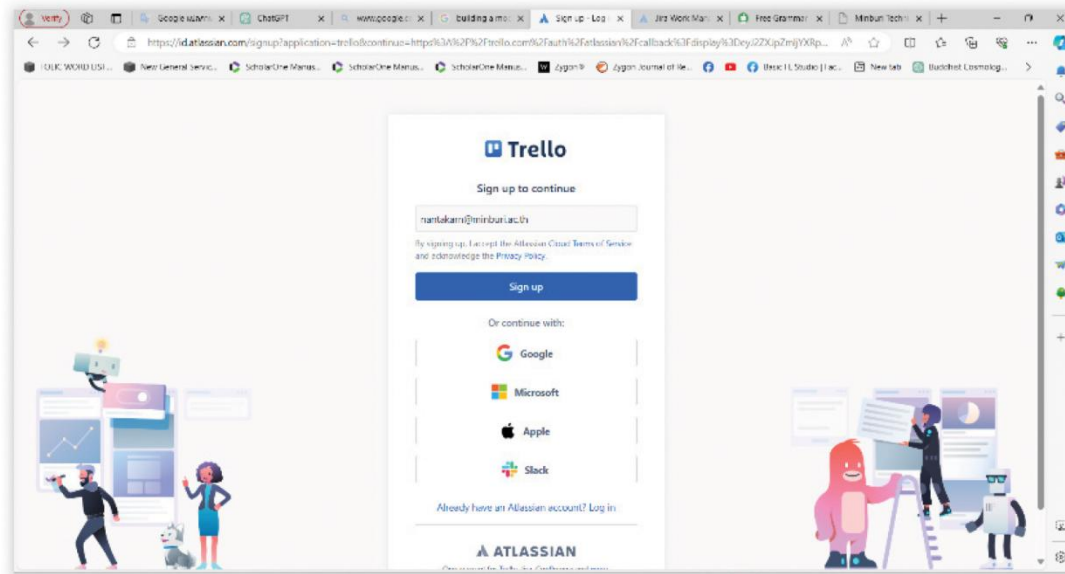


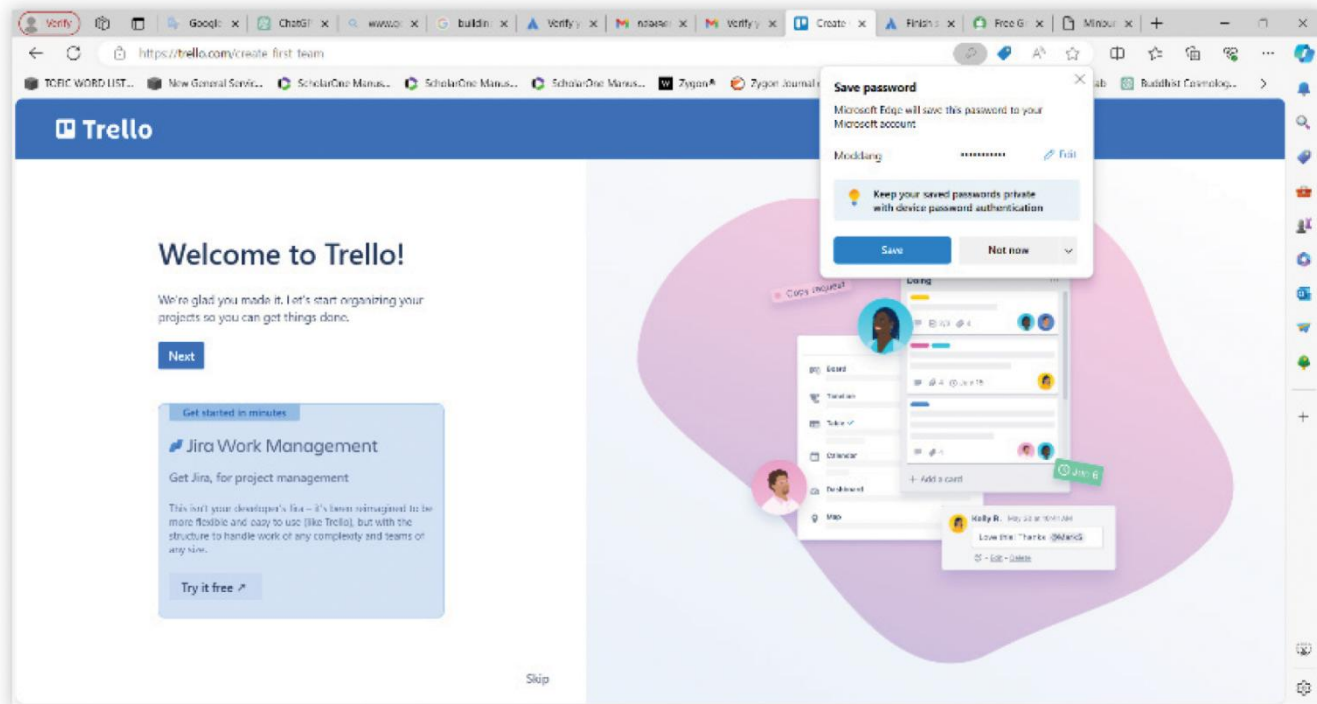
Using Trello for Project Management

Step 1 : Sign Up for Trello

- Go to the Trello website (trello.com) and sign up for a free account.
- Once signed up, you can log in to your Trello dashboard.

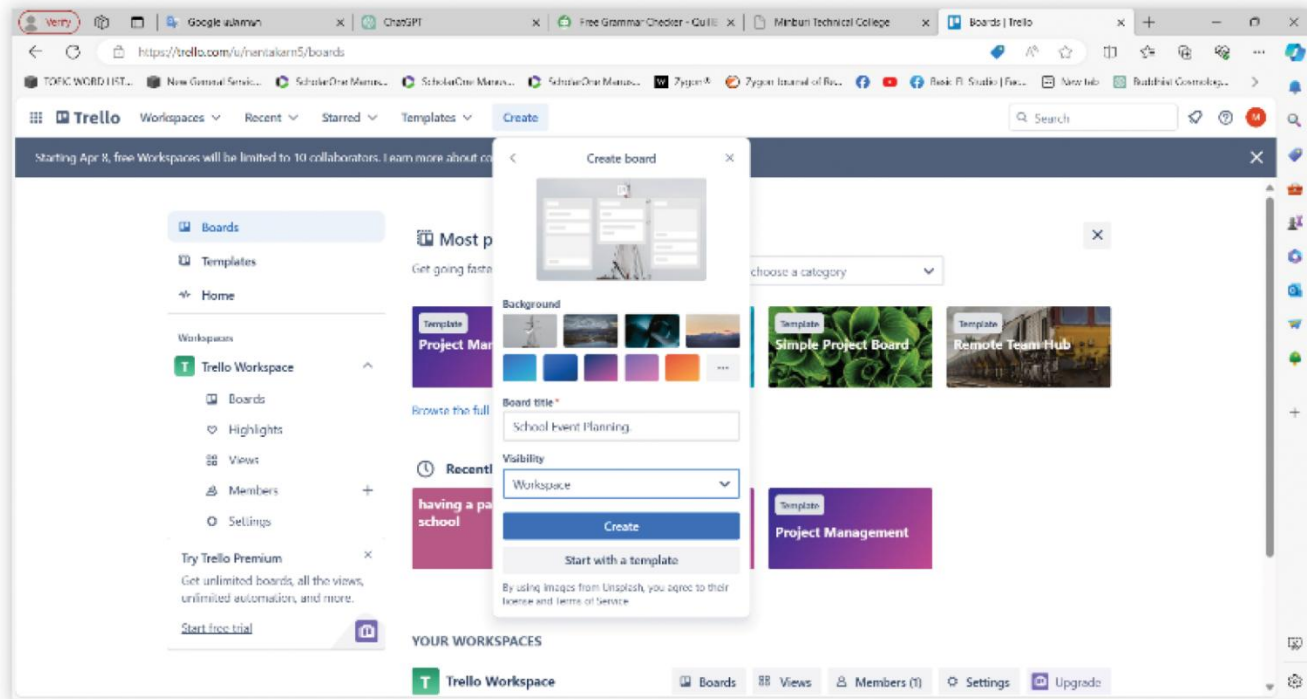






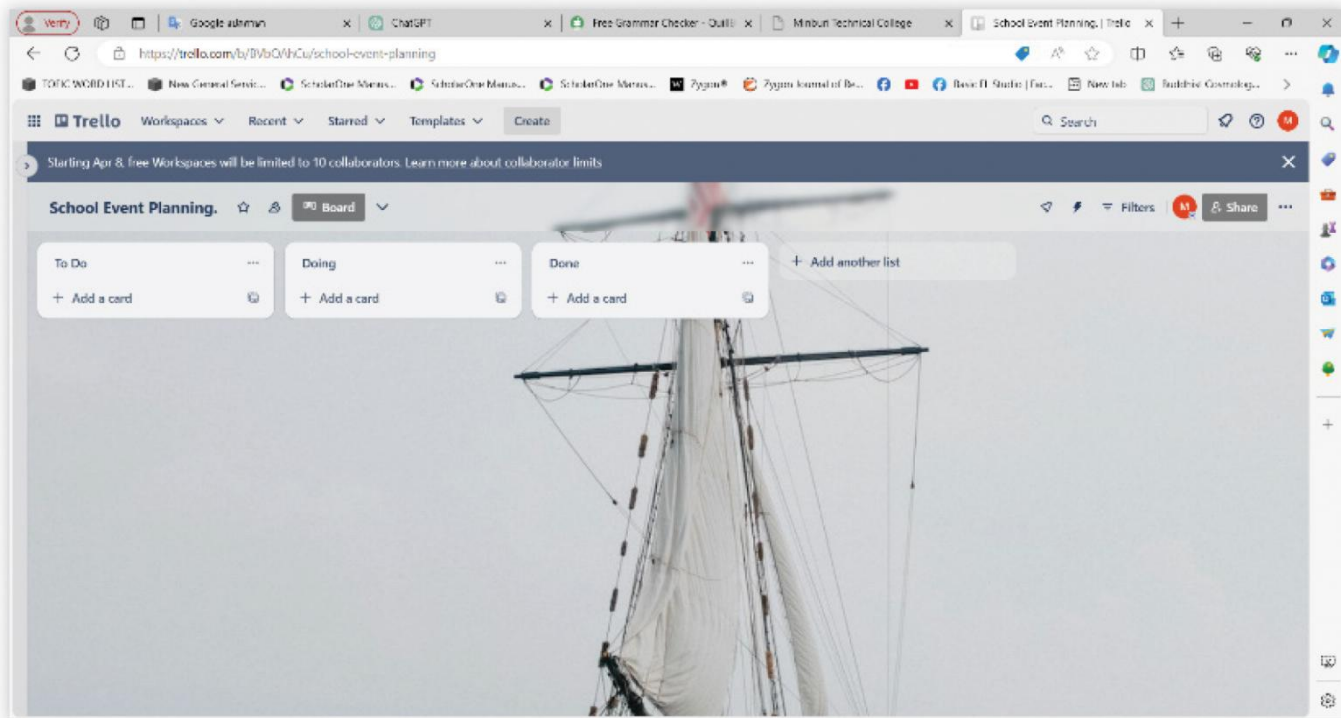
Step 2 : Create a Board

- Click on the “Create new board” button.
- Give your board a name, such as “School Event Planning.”
- Click “Create” to create your board.



Step 3 : Create Lists

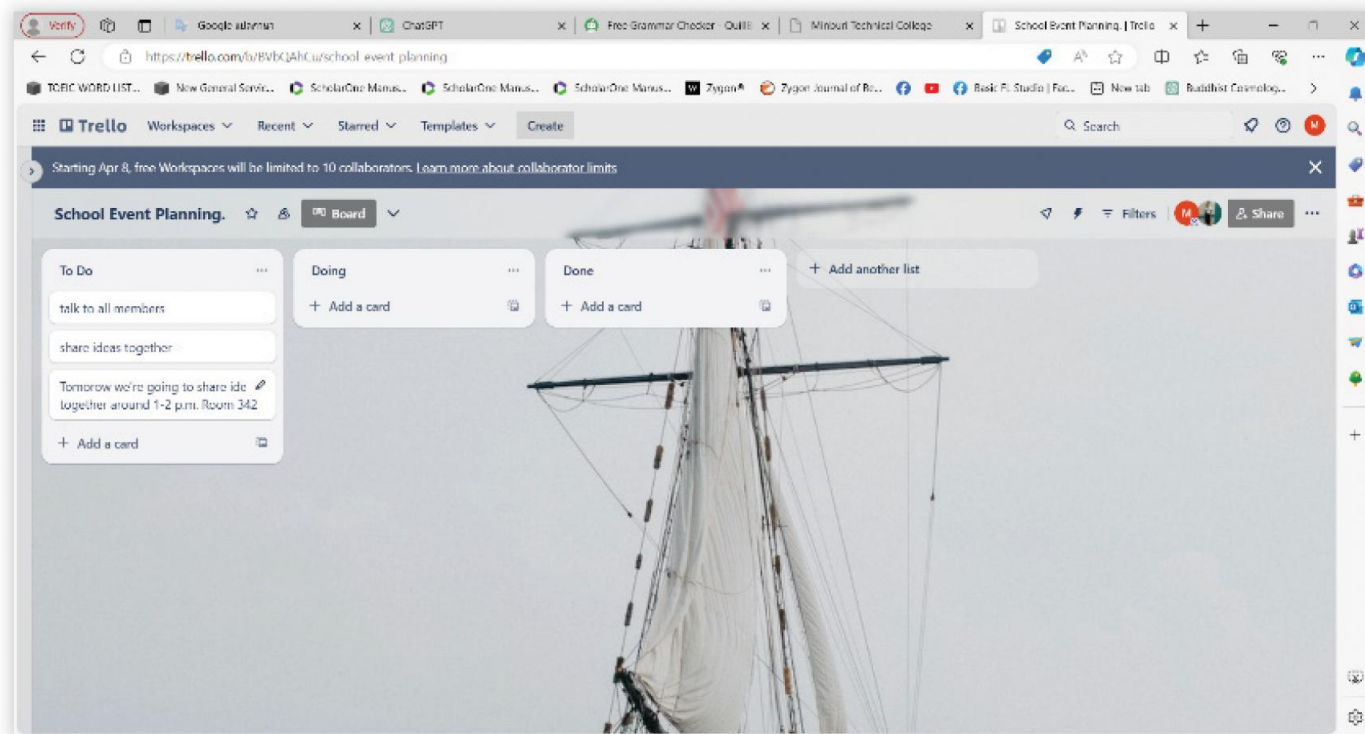
- Inside your board, you'll see "Lists" where you can organize your tasks.
- Click on "Add a list" to create your first list. For example, you can create lists like "To-Do," "In Progress," and "Done."



Step 4 : Add Cards

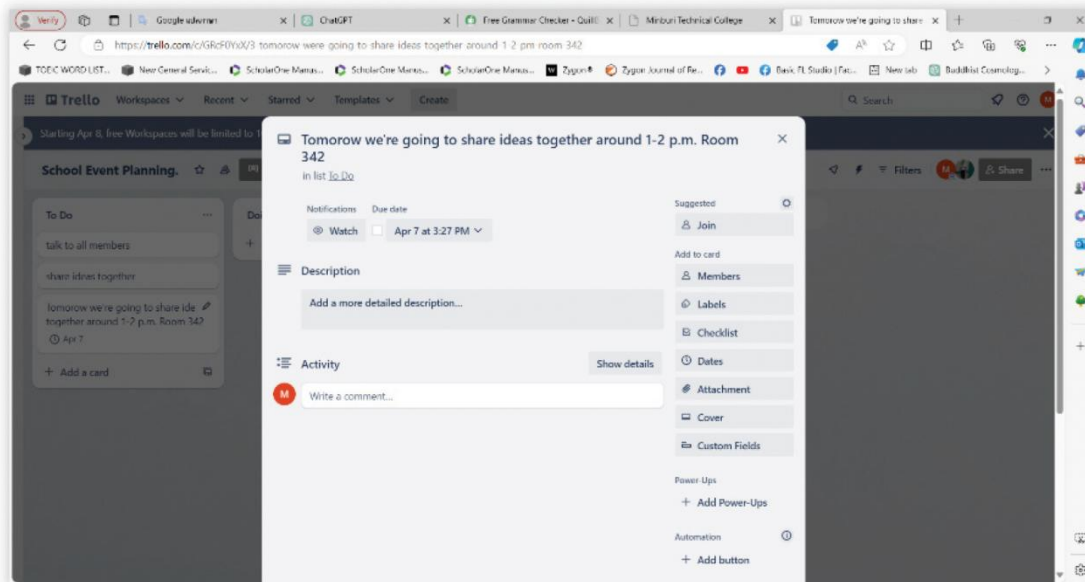
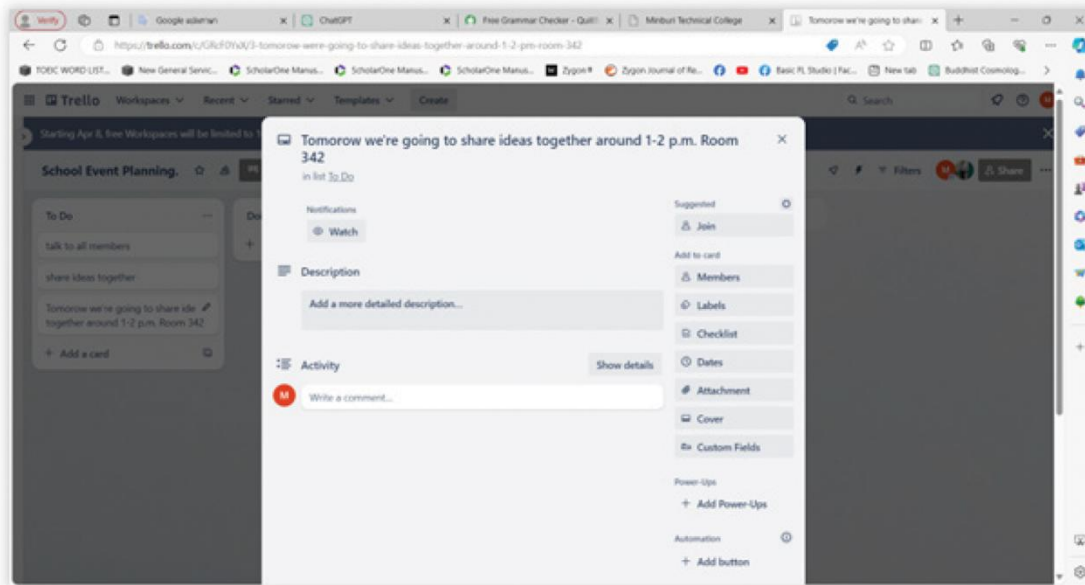
- Each list consists of cards representing tasks.
- Click on “Add a card” to create your first task card. For instance, you can add a card titled “talk to all members”
- Click on the card to add details like descriptions, due dates, and checklists.





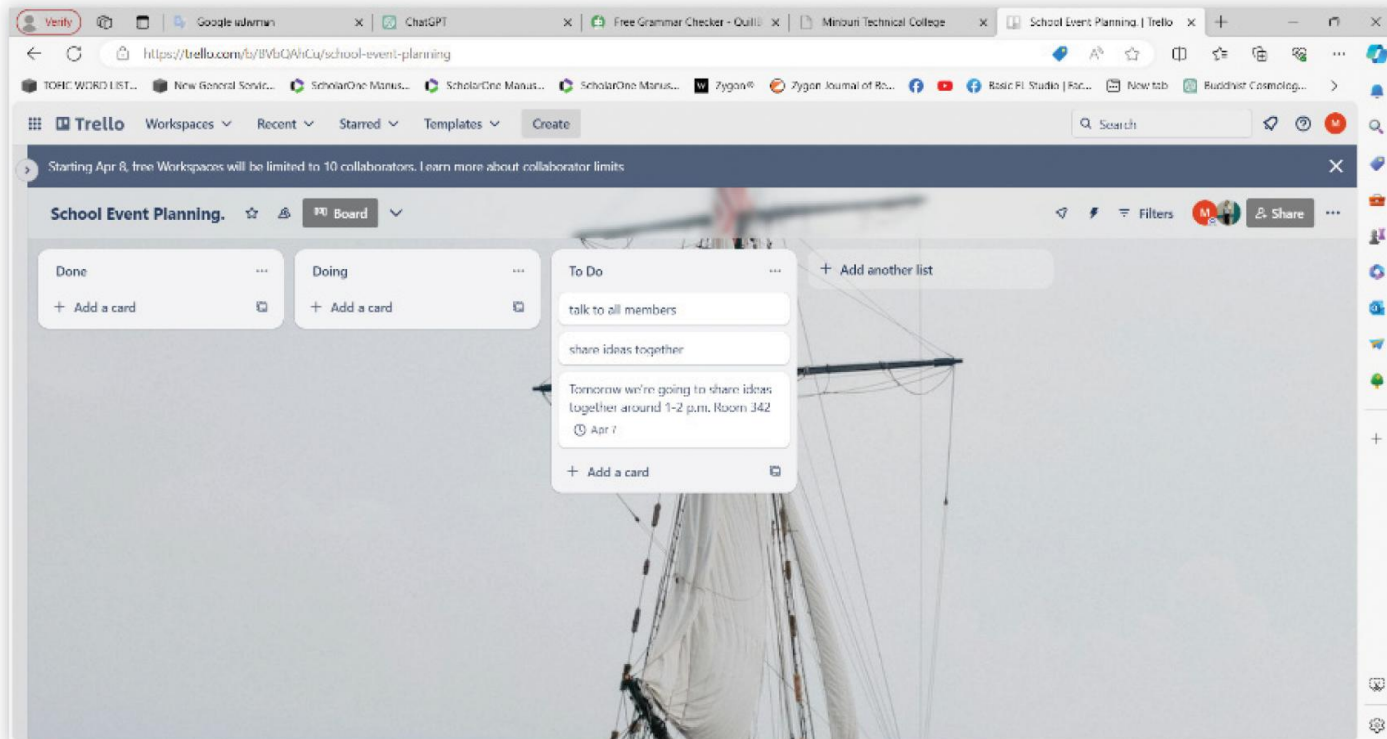
Step 5 : Assign Tasks and Due Dates

- You can assign tasks to team members by clicking on a card, then selecting “Members” to add team members.
- Set due dates for tasks by clicking on a card and selecting a due date.



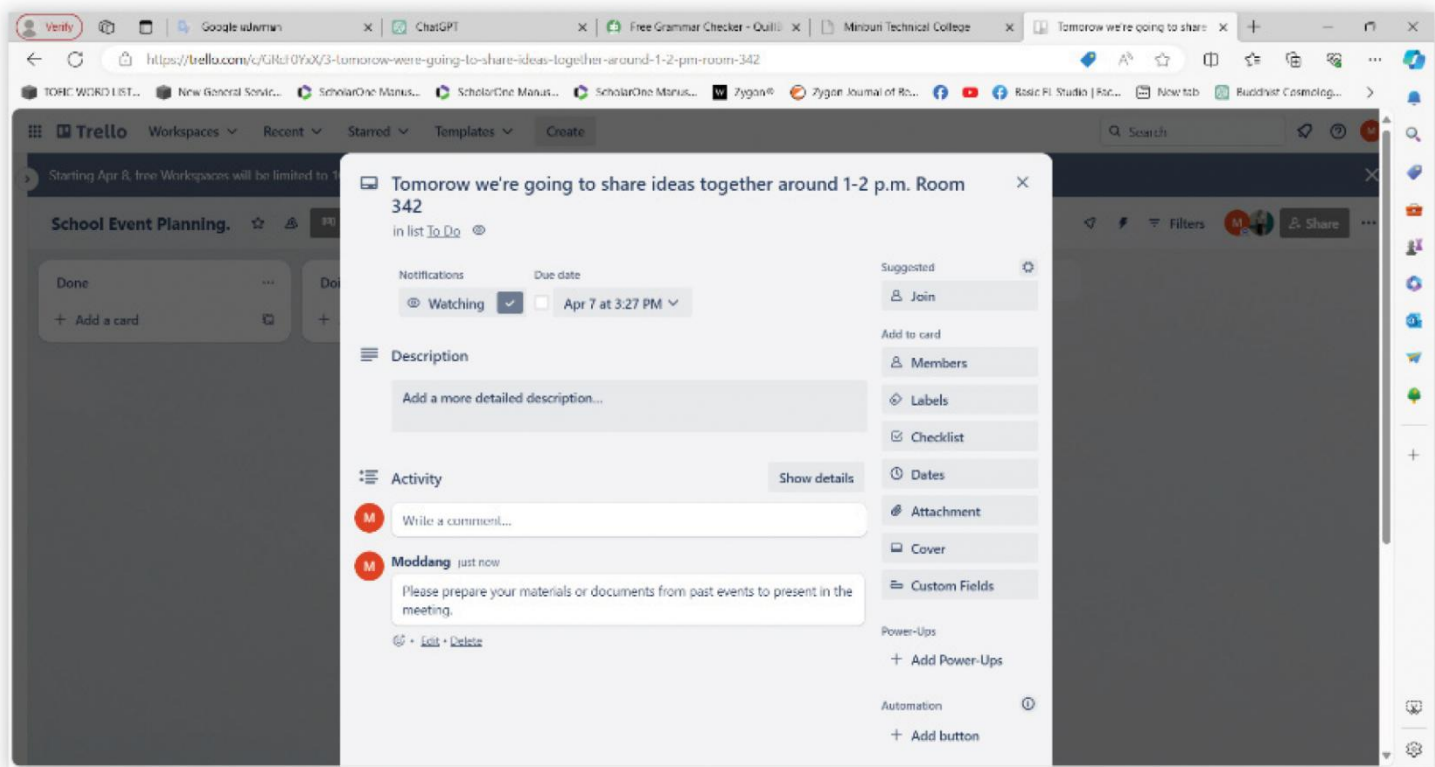
Step 6 : Track Progress

- Move cards across lists as tasks progress. For example, move a card from “To-Do” to “In Progress” when someone starts working on it, and then to “Done” when it’s completed.
- Use labels to categorize tasks by priority or type.



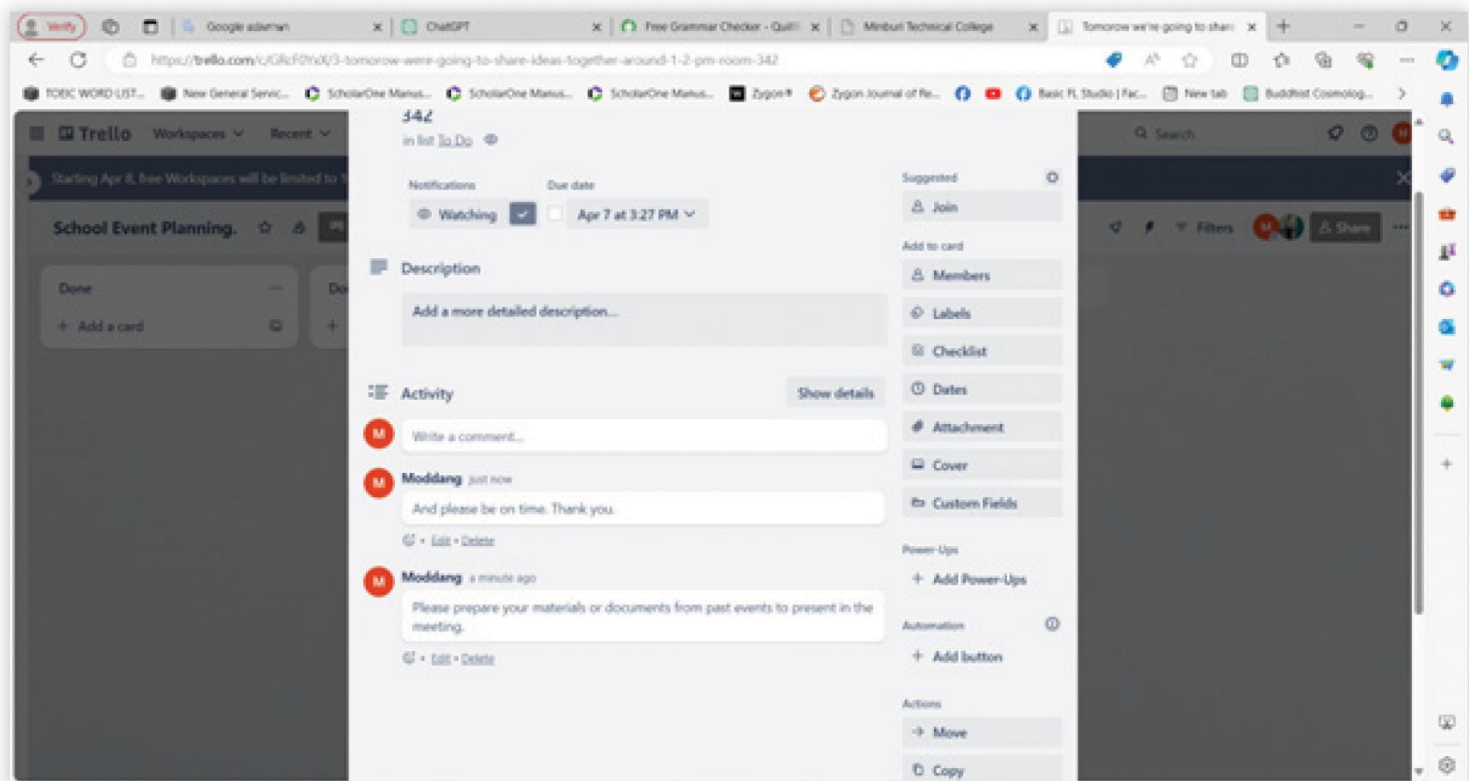
Step 7 : Collaborate and Communicate

- Add comments to cards to communicate with your team. You can discuss tasks, share ideas, or provide updates.
- Attach files directly to cards for easy access to project-related documents



Step 8 : Review and Reflect

- Regularly review your Trello board to see the progress of tasks and ensure everything is on track.
- Reflect on what's working well and what needs improvement, and make adjustments accordingly.





 **Exercise 2** : For each question, write a brief response based on your understanding of how Trello works for project management.

1. How do you start using Trello for project management?

Answer:.....

.....

2. What is the first thing you do after signing up for Trello?

Answer:

.....

3. How do you add tasks to your Trello board?

Answer:

.....

4. How can you assign tasks to team members in Trello?

Answer:

.....

5. What should you do to review the progress of tasks in Trello?

Answer:

3. How Projects Get Started and Done

Projects involve different stages, such as planning, doing the work, and checking progress. This section teaches students how to start and complete a project step by step.

3.1 Identify Project Stages

Project stages are the steps to finish a project. Breaking it into smaller tasks helps you stay organized and manage your work better.

Projects

Stage

The Projects I've Done Before

When I worked on a school assignment about my favorite animal, I followed these stages:

First, choosing the animal: I picked the animal to write about.

Then, researching: I found facts about its habitat, diet, and behavior.

After that, organizing information: I grouped the facts into sections.

Next, I writing the report: I wrote the assignment based on my notes.

Finally, proofreading: I checked for mistakes and made corrections.

These steps made my project easier to complete.

First





Exercise 3:

Think about projects you've done before, like assignments or group work. Write down the steps you followed to finish them.

The Project I've Done Before

Example Template :

.....

.....

First,

.....

.....

Then,.....

After

that,.....

Next,.....

Finally,.....

.....

.....

3.2 Create a Project Plan

Creating a project plan means writing down all the tasks and steps needed to finish a project. It's like making a simple guide that shows:

What needs to be done

Who will do each task

When each task should be finished

This plan helps everyone understand the project's goal and how to complete it step by step. It also makes the project more organized and easier

Project : Planning a Movie Night

1. Planning Stage :

- Choose the date and time for the movie night.
- Pick a location, like a community hall or someone's house.
- Decide on the movie to watch.
- Make invitations and decide how to send them (e.g., email, social media, or printed flyers).

2. Doing Stage :

- Send out invitations to friends and family.
- Set up the venue with chairs, a projector, a screen, and a sound system.
- Buy or prepare snacks and drinks for the event.
- Test the equipment to make sure everything works before the event.

3. Checking Stage :

- Check how many people are coming and adjust the seating if needed.
- Double-check all the arrangements, like food and equipment, to make sure nothing is missing.
- Prepare extra items, like a playlist for before or after the movie.
- Explain roles and tasks to the team or volunteers helping with the

Doing

Assigned Tasks and Deadlines :

- Sarah : Send out invitations by [Date].
- Michael : Arrange venue setup by [Date].
- Emily : Purchase snacks and refreshments by [Date].
- David : Test equipment and ensure functionality by [Date].
- Team : Confirm attendance numbers and finalize arrangements by [Date].

This project plan breaks down the movie night project into manageable stages (planning, doing, checking) and lists specific tasks to be completed

within each stage. It also assigns responsibilities to team members and sets

movie

sure the project stays on track.



Exercise 4 : In groups, pick a simple project, like planning a picnic, community clean-up event, or school project. Then, make a plan for the project, breaking it into parts (like planning, doing, and checking).

Project :

1. Planning Stage :

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.....

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.....

.....

.....

.....

.....

2. Doing Stage :

.....

.....



3. Checking Stage :

.....

.....

.....

.....

Assigned Tasks and Deadlines:

Student 1 :

[Date.....]

Student 2 :

[Date.....]

Student 3 :

[Date.....]

Student 4 :

[Date.....]

Team :

[Date.....]

Team :

Team

Date



3.3 Act Out Project Scenarios :

Acting out project scenarios means pretending to work on projects, like planning an event or finishing a task. Students role-play each step, from planning to completing, and talk about their actions.

Scenario : Planning a School Talent Show

Characters :

- Sarah : The event coordinator
- Michael : A student handling stage setup and technical tasks
- Emily : A student organizing auditions and helping performers

Scene :

Sarah, Michael, and Emily meet in the school auditorium to plan a talent show for the annual talent night.

Acting Out the Steps:

1. Planning Phase:

Sarah : “Let’s decide on a date for the talent show. How about two weeks from now?”

Michael : “That sounds good! We should also plan the types of performances and how to set up the stage.”

Emily : “I’ll make a list of performers and contact them to schedule audition.”

2. Doing Phase:

Sarah : “I’ll book the auditorium and make flyers to let everyone know about the talent show.”

Michael : “I’ll set up the stage and test the lights and sound system.”

Emily : “I’ll run the auditions and help the performers prepare for their acts.”



3. Checking Phase :

Sarah : “Let’s review the audition schedule and make sure we have enough performers.”

Michael : “I’ll check the sound system again to make sure it’s working perfectly.”

Emily : “I’ll talk to the performers to see if they need help or changes for their acts.”

Reflection :

After finishing the steps, Sarah, Michael, and Emily discuss the planning process. They talk about what went well, what was challenging, and how they can

improve for the next event.

Reflection



Exercise 5 :

Work in groups and pretend to do projects like planning a party or making a presentation. Act out each step: planning, doing, and finishing, and explain what you are doing as you go.

Scenario :

Characters :

Student 1 :

.....

Student 2 :

.....

Student 3 :

.....

Scene :

.....

.....

.....

.....

.....

Acting Out the Steps:

1. Planning Phase :

Student 1 :

.....

Student 2 :

2. Doing Phase :

Student 3 :
Student 1 :

.....
.....

Student 2 :

3. Checking Phase :

Student 3 :

1

:

Student

2

:

Student

3

:



Key Vocabularies for Project Work



Vocabularies	Definition	Thai Meaning
Project	A task or mission with a specific goal and timeline.	โครงการ/โครงการ
Planning	The process of organizing and preparing for a project, including outlining tasks and setting timelines.	การวางแผน
Steps	The individual actions or stages in completing a project.	ขั้นตอน
Goals	The specific results or achievements aimed for in a project.	เป้าหมาย
Deadline	The final date by which a task or project must be completed.	กำหนดเวลา

Vocabularies	Definition	Thai Meaning
Tasks	The smaller jobs or responsibilities within a project.	งานย่อย/หน้าที่
Tools	Digital or physical resources used to assist with project tasks.	เครื่องมือ
Trello	A digital tool for organizing and managing tasks in a project.	โปรแกรม Trello
Google Docs	An online tool for writing and sharing documents.	Google Docs
Sheets	A digital spreadsheet tool for organizing data and tracking progress.	Google Sheets

Vocabularies	Definition	Thai Meaning
Drive	A digital storage tool for saving and sharing project files.	Google Drive
Checking	The process of reviewing progress and ensuring tasks are completed correctly.	การตรวจสอบ
Execution	The act of carrying out the tasks in a project.	การลงมือทำ
Coordination	The process of organizing people and tasks to work together efficiently.	การประสานงาน
Stage	A specific part of the process within a project.	ขั้นตอน

Vocabularies	Definition	Thai Meaning
Auditions	The process of selecting participants for a talent show or performance.	การคัดเลือก
Schedule	A plan that outlines when tasks or events will happen.	ตารางเวลา
Volunteers	People who offer their time and skills to help with a project without payment.	อาสาสมัคร
Reflection	The process of reviewing what went well and what could be improved after completing a project.	การสะท้อนผล
Team	A group of people working together on a project.	ทีม

Vocabularies	Definition	Thai Meaning
Roles	The specific responsibilities or duties assigned to each team member.	บทบาท/หน้าที่
Progress	The advancement or completion of tasks in a project.	ความคืบหน้า
Flyer	A printed or digital advertisement to promote an event.	ใบปลิว
Set Up	The process of arranging equipment or items for use.	การจัดเตรียม
Review	To examine and evaluate a project or task.	ทบทวน/ตรวจสอบ