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COMMUNICATION

Talking about teamwork

LEVEL
Upper-Intermediate (B2)

NUMBER
EN_B2_2013X

LANGUAGE
English

www.lingoda.com

Learning outcomes

- I can evaluate and discuss various strategies involved in working as a team.

- I can talk in detail about my projects and schedules.

Warm-up

What teams have you been a part of in your working life?

What are some challenges of starting a new project as a team?

Blog post (1/2)

Read the first part of this blog post.

www.successfulteam.com

Starting a new project at work

- When starting a new project, you should identify the overall goals, as well as the specific objectives that will help achieve this goal.
- The process of formulating ideas is important for your team to brainstorm, discuss ideas, ask questions, and clarify misunderstandings. Be strategic!
- When you are sure that everyone is clear on the goals, objectives and their own responsibilities, it's time to delegate and implement your ideas!

Discuss

Answer the questions below.

How can teams ensure they make good decisions?

What's the best team you've ever been a part of? What made it so successful?

Do you prefer working in a team or alone?

Blog post (2/2)

1. **Read** the second part of the blog post. 2. **Answer** the questions below.

www.successfulteam.com

Strategies for successful idea formulation

- No judgement! Encourage people to share their ideas. Dismissing someone's idea may mean they don't speak up in the future.
- Compile creatively. Find creative ways to get ideas flowing.
- Take notes and keep track of every idea.
- Stuck? Take a break, do something enjoyable, or even go outside. Good ideas can come at any time!

Which strategy do you think is most helpful?

Can you think of any creative ways to get ideas flowing?

What do you do when you're 'stuck'?

Matching

Match the words and phrases to their definition.

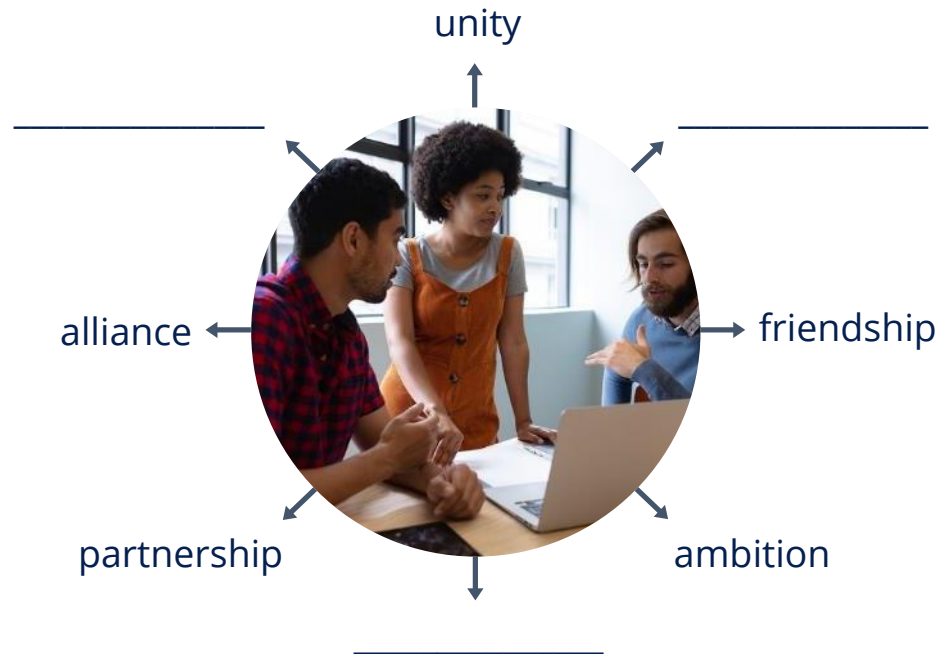| 1 | **objective** | a | assigning tasks to specific people or groups |
2	**to formulate ideas**	b	acting in a way that is useful or practical for achieving a goal
3	**to delegate**	c	putting something into practice
4	**strategic**	d	another way to describe a goal or milestone you would like to reach
5	**to implement**	e	a process through which new ideas are brought out and confusions are clarified

Brainstorm

What leads to successful teamwork?

1. **Discuss** the qualities below. Are any of them unfamiliar to you?

2. **Add** your own ideas.

unity

_____   _____

alliance   friendship

partnership   ambition

_____

Talk about a current project

As a class or in breakout rooms, **complete** the sentences below.

1   A project that I am currently working on is…

2   The objective(s) is/are…

3   What I find most difficult about the project is…

4   The next steps of the project are…

Let's make sure we're all on the same page.

If two or more people are **on the same page,** their views and opinions of a particular issue are similar.

Is it important to be **on the same page** as your colleagues where you work?

Discuss

Do you work well under pressure?

Do deadlines help you finish tasks? Or do you have the self-discipline to finish them on your own?

Discuss

Answer the questions.

What are some reasons teamwork sometimes breaks down?

Can you think of a good team building exercise that might strengthen a team?

Let's reflect!

- Can you evaluate and discuss various strategies involved in working as a team?

- Can you talk in detail about your projects and schedules?

Your teacher will now make one suggestion for improvement for each student.

End of the lesson

Idiom

to gel

Meaning: when members of a team have good relationships with each other and work well together.

Example: The team is really starting to gel.

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Additional practice

Matching

Match the word to the description that fits best.

alliance	partnership	synergy	ambition

A Josephine knows that she wants to succeed. She works extremely hard and has met every important person in her company. She wants to be a vice president in the company by the time she is 35.

B Our university enjoys a partnership with a tech company that designs apps. Students have the chance to design and test their own apps or mobile games. The tech company sometimes buys the best one! They also have got a great reputation, and our students really benefit from this.

C I worked together with a graphic designer when I first started my magazine. This professional relationship grew and became a big part of my career.

D The tourism and hotel industry have come together to oppose a big motorway that's being built. Hotels, restaurants, and leisure park owners are worried it will hurt business.

Fill in the gaps

1. **Read** the sentences.
2. **Fill in the gaps** with the correct word.

1	Before starting the project, we sat down together and came up with a _____ plan.
2	The team leader was responsible for _____ tasks to everyone.
3	We had a meeting to _____. A lot of new ideas were discussed, and confusions were clarified.
4	We made a list of our most important _____. Hopefully, we'll reach them all by the end of the year.
5	After discussing and finalising our plans, it was time to _____ them.

delegating
implement
objectives
formulate ideas
strategic

Discuss

Answer the questions below.

Do you think you manage your time wisely?

Why or why not?

Answer key

P.7: 1.) d 2.) e 3.) a 4.) b 5.) c
P.16:
alliance: d
partnership: c
synergy: b
ambition: a
P.17:
1.) strategic plan
2.) delegating
3.) formulate ideas
4.) objectives
5.) implement

Summary

Strategies for working in a team

- *Encourage people to share their ideas.*
- *Compile creatively. Find creative ways to get ideas flowing.*
- *Take notes and keep track of every idea.*
- *Stuck? Take a break, do something enjoyable, or even go outside.*

Talking about teamwork

- *objectives; to formulate ideas; to delegate; strategic; to implement*
- *unity; ambition; partnership; alliance; on the same page*
- *I need to **delegate** some tasks. Let's make sure we're all **on the same page**.*

Vocabulary

objectives

to formulate ideas

to delegate

strategic

to implement

unity

ambition

partnership

alliance

on the same page