

TEAMWORK

Watch the [video](#) titled “Good Collaboration” by WR Crime Prevention Council.

1 PICTURE ROUND

Study and discuss the pictures below as a class, then answer the questions.



Discuss the following questions as a class:

- What jobs and industries can you see?
- What skills do the people pictured need to be successful?
- Do you think the people in the pictures could achieve success alone?
- What would the outcome of bad teamwork be for each team pictured?

2 TEAMWORK QUESTIONNAIRE

Are you a team player? Complete the questionnaire below.

1. I find it easier to work in a team when there is a clear leader who delegates tasks.	1	2	3	4	5
2. I prefer to work on tasks that I am individually responsible for.	1	2	3	4	5
3. I feel more motivated to work when my team members offer me positive feedback.	1	2	3	4	5
4. I am comfortable giving constructive feedback to my team members when it is necessary.	1	2	3	4	5
5. I feel more productive when working with a team than working alone.	1	2	3	4	5
6. I prefer to work with team members who have similar work styles to me.	1	2	3	4	5
7. I only trust my team members who have a similar level of experience or expertise to me.	1	2	3	4	5
8. Open and honest communication is essential for effective teamwork.	1	2	3	4	5

Tasks:

1. Give real-life examples to support your reasoning for each score.
2. Can you give specific examples of a time in your professional life when you have shown your score to be true.
3. Compare your results with a classmate or teacher. Who is the best team player?



3 COLLOCATIONS

Create collocations by matching words in the first box with words in the second box.

take responsibility	team player	join forces	complementary skills
common goal/ ground	shared goal	joint venture	work closely

Complete the following sentences by completing the collocations.

- It's important to take **responsibility** for your actions and their consequences.
- Being a team **player** means putting the success of the team above your individual goals.
- In order to meet the deadline, John and Graham will have to work **closely** together over the next few weeks.
- Sometimes it's necessary to join **forces** with another company in order to expand and grow.
- Sarah has great technical skills, while Hannah is great with people. These **complementary** skills ensure they work well together.
- Finding **common** ground is crucial when working with others.
- Nathan and Jimmy both want to grow the business's revenue by 5% this year. This shared **goal** ensures they are both focussed and work well together.
- A joint **venture** can be a great way to combine resources and expertise to achieve success.



Answer the questions below that use the vocabulary from the video.

1. Describe a time you **took responsibility** for a mistake?
2. In your profession, is it important to be a **team player**?
3. Do you have to **work closely** with people you don't get along with?
4. When working on a project, how do you find **common ground** with others?
5. How can companies use the strengths of different teams through **joint ventures**?
6. Describe people in your team who have **complementary skills**.
7. Would you **join forces** with a competitor to gain more market share?
8. Describe the **shared** goals you and your colleagues share.



4 CASE STUDY

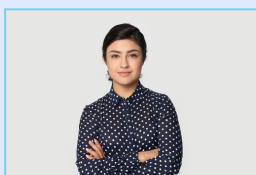
Study the summaries of different people's skills, character and experience below, then complete the exercises.



Emily is a friendly and outgoing person who enjoys meeting new people. She has excellent communication skills and is very organised. In her free time, she likes to travel and try new restaurants with her friends and family.



David is a hardworking and dedicated individual who is always striving to achieve his goals. He has a strong work ethic and is very detail-oriented. In his free time, he enjoys playing sports and spending time with his family.



Sarah is an indecisive person who lacks confidence in her own abilities. She can be careless with details and doesn't always meet deadlines, which can be frustrating for her clients. In her free time, she often spends too much time on social media and doesn't engage in physical activities.



John is a patient and empathetic person who has a passion for helping others. He is very skilled at listening and providing support. In his free time, he enjoys hiking with friends and volunteering at local organisations.

1. Think of a professional project you are working on. Which people would you most and least want to work on your team? Explain.
2. What jobs or industries do you think each person would perform best in? Explain.
3. Do the profiles remind you of any colleagues, friends or family? Explain.



5 VIDEO: GOOD COLLABORATION

Complete the quotes from the video using the words from the box.

complex responsibilities goal ego comfort zone stronger

1. Good collaboration means sharing the **responsibilities** , risks, benefits, and credit.
2. Good collaboration also means that everyone who is involved works toward a common **goal**.
3. To do that, we need to know our limitations, leave our **ego** at the door, keep an open mind, be physically and mentally present.
4. We need to ensure everyone has an equal voice, invest trust to get trust, step out of our **comfort zone**, and value each other's contributions.
5. There are many benefits to good collaboration, such as engaged and empowered members, increased capacity to solve **complex** problems, strong relationships grounded in trust, honesty, and respect, efficient use of resources, and a greater overall impact.
6. Remember, we are **stronger** when we work together. Alone, we can do so little. Together, we can do so much.

Answer and discuss the following question as a class.

1. In your own words, what does “collaboration” mean?
2. How can individuals and businesses make good collaboration happen?
3. What are the benefits of good collaboration?
4. Have you ever been a part of a successful collaboration? Why was it successful?
5. Why do some collaborations fail?
6. Give examples of how you can give people credit for their work.

Study the words taken from the video in the box, then answer the questions.

empowered open minded strong relationships honesty trust
equal voice comfort zone value contributions engaged respect

1. Discuss the importance of the words in relation to successful teamwork.
2. Which words describe the teamwork at your company?

6 LET'S TALK!

Study the pictures below of two teams trying to achieve success. Take time to consider the questions and prepare an answer. Once you have prepared an answer, you have 2-3 minutes to share your thoughts with the class.

1. Talk about how the pictures of the two teams are similar and different.



Take time to consider the question and prepare an answer. Then you have 2–3 minutes to answer the following:

2. What makes success difficult for the teams pictured in the scenarios above?
3. Which team has the best chemistry and morale?



7 QUOTES

Discuss the following quotes, related to teamwork, as a class. Use the prompts (a-d) to help guide your discussion.

- Discuss the meaning of each quote.
- How could you apply the meaning of each quote to your professional life?
- To what extent do you agree/disagree with each quote?
- Can you think of any real-life example where you have seen the meaning of each quote in practice?

Quotes

- "Individually, we are one drop. Together, we are an ocean." - Ryunosuke Satoro
- "Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organisational objectives. It is the fuel that allows common people to attain uncommon results." - Andrew Carnegie
- "Talent wins games, but teamwork wins championships." - Michael Jordan

8 TEAMWORK QUESTIONS

Discuss the following questions as a class. This is your time to practise speaking and improve your English level so say as much as possible and have fun!

- If you could assemble a team of fictional characters to work on a project with you, who would you choose and why?
- What's the most unique approach to team-building you've experienced or heard of, and how effective was it?
- Have you ever been on a team with someone who consistently underperformed? What happened?
- In a dream world, what qualities would your team members have, and why?
- Would you rather be the leader of a team of experienced professionals or a team of novices with a lot of potential?
- Would you rather work on a team where everyone has a similar background and expertise, or a team with a range of skills and background?

HOMework

1 TEAMWORK MAKES THE DREAM WORK?

Teamwork in business refers to a group of individuals working together to achieve a common goal. It involves the cooperation, collaboration, and communication of team members to produce results. Effective teamwork is crucial for success in today's fast-paced and complex business environment. It allows organisations to achieve their objectives quickly and efficiently, improves productivity and quality, and enhances employee morale and satisfaction.

To achieve good teamwork, team members need to possess certain qualities. These include good communication skills, the ability to work well under pressure, being proactive, having a positive attitude, and being open to feedback. They must also be willing to collaborate, share knowledge and skills, and respect each other's opinions and ideas. Trust and mutual respect are also vital components of effective teamwork.

The benefits of good teamwork are numerous. First and foremost, it leads to better decision-making. When team members work together, they can pool their expertise, knowledge, and experiences, resulting in better-informed decisions. Teamwork also helps to reduce workload and increase efficiency, as members can share tasks and support each other when needed. It enhances creativity and innovation as individuals are exposed to new perspectives and ideas. Moreover, teamwork can improve

employee engagement, motivation, and job satisfaction, as members feel valued and supported.

Businesses can make teams work well by providing a clear purpose, goals, and roles for each team member. A well-defined team structure and communication plan are essential, and regular meetings can ensure that everyone is on the same page. Feedback and recognition are also vital to promote teamwork, as team members need to know that their contributions are valued.

Working from home is common, after the pandemic. While it may present some challenges, remote work does not necessarily ruin teamwork. With the right communication tools, teams can still collaborate effectively. Video calls, instant messaging, and shared workspaces can facilitate communication and ensure team members remain connected. However, it does require extra effort from team members to maintain relationships.

In conclusion, teamwork is critical to business success. It promotes collaboration, communication, and trust, leading to improved productivity. Good teamwork requires team members to possess certain qualities, and businesses need to provide a clear plan. While remote work may present some challenges, it is possible to maintain effective teamwork with the right tools.

Research the definitions of the following words, then use them in example sentences.

1. cooperation.
2. proactive.
3. collaborate.
4. innovation.
5. vital.
6. facilitate.
7. foster.
8. fast-paced.



On a separate piece of paper, write detailed answers to the following questions.

- a. What are the key components of effective teamwork, and why are they important in the business environment?
- b. How can businesses promote teamwork among employees and create a positive team culture?
- c. What are the benefits of good teamwork in the workplace, and how can they improve business outcomes?
- d. How has the pandemic affected teamwork in the workplace, and what are some strategies for maintaining effective teamwork in a remote work environment?
- e. How can businesses ensure that each team member is aware of their purpose, goals, and responsibilities within the team?
- f. What challenges might arise when working in a team, and how can they be addressed to promote successful teamwork?
- g. What strategies can team members use to build trust and respect among each other, and why are these important for effective teamwork?
- h. How can businesses measure the success of their teamwork efforts, and what metrics can be used to evaluate the effectiveness of a team?





take responsibility
common ground

team player
shared goals

join forces
joint venture

complementary skills
work closely

[illegible]