

Are you a good team worker?

Student's sheet

1. Discuss the following questions before reading the text.

- a. Do you like working in teams?
- b. What mistakes do teams often make?
- c. Why is it important to communicate in teams?
- d. Do you think you are a good communicator?
- e. What do you do and say to the other members if
 - you can't finish your work on time?
 - you don't like a colleague's idea?
 - you don't understand what a colleague says?
 - a colleague says how good his own work is?

2. Do you know the meaning of the following words: *rewarding, frustrating, confusing*? In your opinion, which of the words describe working in teams best?

3. Fill in the gaps in the following text with words from the list below. There are more words than you need!

become • better • best • carefully • common • good • improve • made • miss • necessary • need • part • pass • share • understand

How to be a better team member.

There are good and bad things about working in teams. Sometimes it is rewarding, but sometimes it is very difficult and often it is also frustrating. It is important that everyone in a team communicates well, or the work will be confusing and lead to problems. So how do you create a successful team? It is (1) _____ to learn how to communicate first. Perhaps you think you can already do this but you can always (2) _____. If you are not sure how, read the following about some (3) _____ mistakes and what you can do about them.

Everyone can (4) _____ a perfect team worker if they want to!

The most important thing about team work is to communicate. Tell the others in the team about any problems you have and tell them when you are angry about something. You will feel better and the team will work better.

If you (5) _____ a deadline, always apologise. Don't hide it or say it was someone else who (6) _____ the mistake. Your colleagues will usually understand (if you don't do it too often!).

Listen to the others' suggestions and don't laugh at them or say they are stupid or wrong – even if this is what you really think! Think about all the ideas you hear (7) _____ and show that you are interested.

Don't tell the others that your work is the (8) _____. Your colleagues know when you do good work. You don't need to say so all the time! Saying how good you are is called bragging and nobody likes it very much.

If you don't (9) _____ something, ask questions until you have the answers. Look at people when they are talking to you and nod and smile. You can't do your work properly if something is not clear.

Always (10) _____ your suggestions and ideas with your colleagues and help them if they need it. They will then help you in the future and you will all work as a good team.

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Teacher's notes

Preparation:

The aim of this activity is to get students to talk about working in teams as well as to practise some vocabulary with an exercise of the type sometimes found in international exams. Copy the sheet for each student.

In class:

Write "teams" on the board and brainstorm vocabulary connected with the topic. Write a plus sign (+) and a minus sign (-) on the board and ask students to discuss the good things and bad things / pros and cons / advantages and disadvantages of working in teams / working on your own.

Divide the students into pairs or small groups and hand out the worksheet. Ask them to discuss the questions and for one student to report back. Students then do the exercise, individually or in groups. Check the answers.

Answers:

1 necessary, 2 improve, 3 common, 4 become, 5 miss, 6 made, 7 carefully, 8 best, 9 understand, 10 share

Extension activity:

Think of more advice for good team work.