TEAM WORK *tips*

If you're like me, you do a lot of team projects at school. For example, last term, I did a school presentation about recycling with some classmates and it was much easier and faster than doing everything alone. I enjoy team projects because I'm a sociable person. I like sharing ideas with other people and I get bored when I work alone. Of course, team activities aren't always easy. In fact, they can be **stressful** if people don't know how to work well together. Here are some tips to make team work easier.

By Jenny Larkins

1 Know the goals:

Make sure everyone understands the goal of the project. If you're doing a class project, you need to check the teacher's instructions carefully and ask questions whenever something isn't clear. There's a popular saying: 'If you don't know where you're going, you probably won't get there.'

2 Assign roles:

Teams work better when people have roles. For example, there should be a leader who helps everyone make decisions. There might also be a note-taker who writes down the team's ideas during meetings, and a time-keeper to make sure people don't waste time chatting. That was my role for the recycling project! Other roles might be fact-checker or group representative for speaking to the class.

3 Divide the work:

For large projects, we can divide the work into smaller tasks for particular people. Team members can choose tasks they do well or enjoy. I always volunteer to find information because I like to read and search for facts on the internet. Other people might be good at writing or making computer presentations. Of course, you shouldn't always do the same task. It's good to try new things, even if they're difficult!

4 Make a plan:

After you split up the work, write down a plan on paper. You can use a chart or a calendar to help you. List all the tasks and think about when each one must be finished. For example, I had to find the facts for my recycling project before my teammates could start the presentation. For that reason, it's important for everyone to follow the plan. And if you can't finish your part on time, tell the others as soon as possible.

5 Be respectful:

When you're working in a team, respect is essential. Listen when others are speaking and don't interrupt. Do your fair share, so other team members don't have to do your work for you. Finally, try to stay positive and enjoy yourself. Everything is easier when you're having fun!

PROJECT

A team presentation

Match the sentences with the introduction or tips 1–5 in the text.

Introduction | Tip 1 | Tip 2 | Tip 3 | Tip 4 | Tip 5

1 Some people may want to choose tasks they are good at doing.
2 Everyone has to be responsible and complete their own tasks.
3 If you don't understand the instructions, check with the teacher.
4 Think carefully about the best order for doing the different tasks.
5 When team members don't work well together, projects are more difficult.
6 It's more successful if team members each have a special part to play in the team.

Match the highlighted words in the text to the meanings.

1 look carefully for something	●	●	split up
2 making you feel nervous or worried	●	●	stressful
3 divide a thing into smaller parts	●	●	search
4 use something in a careless way	●	●	whenever
5 any time or always	●	●	waste