

Read the conversation and fill in the blanks

What would you do if you were in Rashid's place?

**Zoe** Is everything OK, Rashid?

**Rashid** Well, I have a \_\_\_\_\_ with the  
new project team.

**Zoe** Oh! What's the matter?

**Rashid** They're nice people and they're  
working \_\_\_\_\_, but there's a serious  
problem with their teamwork. They're  
just not working together. They don't  
share information with each other or try  
to \_\_\_\_\_ solutions to problems together. So  
it means that sometimes two people do  
the same task, or they \_\_\_\_\_ a lot of time  
trying to find information, instead of asking  
someone on the team.

**Zoe** I see. That's a difficult problem. Do they  
know \_\_\_\_\_?

**Rashid** Yes. We had a meeting at the  
beginning of the project where we  
introduced everybody and everybody  
could talk to each other.

**Zoe** Maybe it wasn't enough. Can you do  
some kind of team-building? Take everyone  
out for lunch together or go to a café after  
work? Give them time to get to \_\_\_\_\_ each  
other better.

**Rashid** That's a \_\_\_\_\_ idea!

**Zoe** And why don't you have a team meeting  
\_\_\_\_\_ morning? Everyone could share  
information and ask each other questions.

**Rashid** That might not be a bad solution, but  
a daily meeting takes up a lot of time.

**Zoe** Or how \_\_\_\_\_ talking to them all about  
their teamwork?

**Rashid** I don't think that's \_\_\_\_\_ a good idea.  
I don't want them to think I'm telling them  
what to do. It's difficult to decide. I'll think