Working together

Lead-in

1 Tick (✓) the things you've done with other people.

- ☐ play sports
- ☐ give a presentation
- ☐ prepare a meal
- ☐ clean up a mess
- ☐ play music
- ☐ complete a project
- ☐ organise an event
- ☐ attend a meeting
- ☐ something else

2 Work in groups. Tell each other about what you did and where and when it was.

VIDEO

3 Look at the photo. Have you ever been to this type of place? Would you like to go there? Why? / Why not?



4 6.1.1 Watch the first part of the video (0:23–1:08) with the sound off. Choose the correct option.

1	Job:	**a** tour guide	**b** emergency worker
2	Works:	**a** alone	**b** in a team
3	Important activity at work:	**a** giving and following instructions	**b** dealing with customer complaints
4	Skill:	**a** speaking several languages	**b** climbing

5 Watch the complete video. Choose the correct option in italics.

1 Teamwork is very important in *outdoor* / *dangerous* situations.
2 Walking and climbing on Table Mountain is *simple* / *difficult*.
3 The team is always *busy* / *prepared to work*.
4 They're helping someone who is *hurt* / *lost*.
5 The team must be as *fast* / *careful* as possible.
6 The team members need *communication skills* / *more practice and experience*.
7 The team members *don't argue with* / *trust* each other.
8 The team *relaxes* / *doesn't relax* together.

sources:
ies

6 Work in pairs. Do you think the rescue team enjoy their work? Why? / Why not?

LIVEWORKSHEETS

7A **Read the text. What type of word is needed for each gap: a verb, a noun or an adjective?**

People who work together in a team need to [1]_____ with each other. They may sometimes [2]_____ about what to do, but good teamworkers are good at [3]_____. They can solve these problems and reach a(n) [4]_____. When people have [5]_____ for the people they work with, a(n) [6]_____ can, in fact, be a good way of finding the best solution to a problem.

It's important for people who work together to [7]_____ each other – to believe that the others will do a good job. Of course, if you want people to believe in you, you must be [8]_____ and do the things you say you will do.

In a strong team, more [9]_____ people help the younger, newer workers learn the job and give advice about how to [10]_____ issues that come up.

B **Complete the text in Exercise 7A using the words and phrases from the video.**

Verbs:	cooperate deal with disagree trust
Nouns:	agreement argument conflict management respect
Adjectives:	experienced reliable

PROJECT: Organising a team

10A **Work in pairs or small groups. Read the email from the CEO of a software development company to all employees. Make a list of things that need to be organised for tomorrow's meeting.**

Emergency – Surprise visit from XYQ Global

We've just learnt that Cécile Durant and her team from XYQ Global in Paris are going to be in Singapore tomorrow and they would like to visit us here at ProgramsPro from 11.30 to 1.30. We were not expecting this, but as you know, they are one of the most important clients for our accounting software, and they are unhappy with our product support. We hope to improve the relationship. This is also a great opportunity to give a formal presentation of our new products – we really need to explain these in great detail. We have about 20 hours to plan a two-hour meeting that will include lunch. I'll put together an emergency team to get everything ready. I'll contact everyone shortly!



B **What will the ProgramsPro staff who attend the meeting with XYQ Global need to do? What skills should they have?**

C **Look at page 139 to see the people the CEO has chosen to take part in the planning of the meeting. Only two of them will actually attend the meeting with the CEO and XYQ Global. Decide who should attend and give planning jobs to the other three.**

A: *I don't think the Engineer should go to the meeting. She's afraid of public speaking.*

B: *OK. But she could explain the products to the Sales Manager before the meeting.*

C: *I agree.*

D **Make a schedule for the two-hour meeting. Decide what each part of the meeting will be about, how long it will last, and who will be responsible for that part of the meeting.**

- A new **Sales Manager** – knows the industry well, is a great public speaker but doesn't know the company's products well
- An **Engineer** – knows the products very well, very shy, afraid of public speaking
- A **Vice President** – friendly, good at conflict management, great listener; must leave on a business trip at 12.30 tomorrow
- A **Sales Representative** – knows the products, friendly, loves talking, but sometimes talks too much and changes the topic of conversation
- A **Project Manager** – excellent at planning, cooperation, communication, talented public speaker

LIVEWORKSHEETS

Team Building

1A **Work in pairs. For each activity, think of one example from sport and one from business.**

competing	cooperating	learning new skills	training and practising	working in a team

Football players work in teams. People in offices also work in teams.

B **For three of the items in Exercise 1A, think of an example from your own life related to sport, work or something else. Try to use these verbs.**

challenge	develop	improve	inspire	reduce

I'm learning to use AutoCAD. I practise every day, and I'm improving.

2 **Read the article quickly. Tick (✓) the main idea.**

1 Some companies are organising events for their employees to compete against workers from other companies.

2 Many companies encourage their employees to get fit and to get to know each other by doing sport together.

3 **Read the article again and choose the correct option.**

1 Phil Smith started doing triathlons to *become a better manager / get fit*.

2 His company organised a triathlon to *improve employees' fitness / compete with other companies*.

3 At Björn Borg, exercising together encourages workers to *compete with / talk to* each other.

4 An accounting team *became more competitive / improved teamwork* by running together.

5 Carl Cederström says that doing sport develops *some / all* of the qualities that businesspeople need.

4 **Would you sign up for a university or company triathlon? Why? / Why not?**

LIVEWORKSHEETS

FT

Get fit or be fired trying: the rise of sport at work



More companies are encouraging employees to take part in team sports. In a triathlon, racers swim, cycle and run.

Phil Smith, Chairman of Cisco UK and Ireland, started doing triathlons about 10 years ago. He wanted to do something to challenge himself and improve his health. 'It wasn't part of any sort of plan, but I did my first and really enjoyed it.'

So he signed up for more events. Then he began to think about how to inspire people from different parts of the organisation to work together to get fitter. In 2016, in partnership with other companies, Cisco set up its own team triathlon.

A lot of companies have similar ideas. Björn Borg, the Swedish sportswear maker, closes its head office every Friday for an hour of exercise for everyone in the company. The sports events are also social, giving employees somewhere to get together and chat. For Brian Carroll, a New Yorker who plays for his company's baseball team, sport is a chance to meet other people in the firm. 'We've become friends outside of work. I enjoy conversations about different challenges in the workplace.'

However, the result isn't the same everywhere. When one team in an accounting firm went running a couple of times a week together to improve teamwork, it increased competition and reduced cooperation – which wasn't good for the team.

Does being good at sports make you good at business? Carl Cederström, associate professor of organisation studies at Stockholm Business School, says 'There's tonnes of evidence that suggests if you work out, you get healthier and more resilient*', which certainly helps people do their jobs. But it doesn't always develop other qualities that someone in business needs. 'What does it mean to be a good executive? We don't really know.' Many great leaders are not good at sport.

*resilient: able to deal with and survive difficult conditions and situations

Exercise 1 A B C

Complete the sentences using the most appropriate words from the list below.

anyone anything anything everyone everything no one nothing someone ~~something~~ something

1 It's just not right. Something is worrying me about this.
2 The office is empty. There's ..... here except me.
3 I'm sorry, I don't think there's ..... I can do to help you.
4 (the telephone line is dead) Hello? Is there ..... there?
5 ..... seems to be wrong with the printer. It's not working.
6 There's ..... to see you. Shall I ask them to wait?
7 I see that ..... has a copy of the agenda, so let's begin.
8 (before moving on to the next point in a meeting) Is there ..... else?
9 Good, ... is going according to plan.
10 No, I've decided. ..... you could say would make me change my mind.

LIVEWORKSHEETS

Pronouns with *some-* and *every-*

5A **Complete the sentences from the article using the words in the box.**

everyone	everywhere	someone	something	somewhere

1 He wanted to do _____ to challenge himself and improve his health.
2 Björn Borg closes its head office every Friday for an hour of exercise for _____ in the company.
3 The sports events are also social, giving employees _____ to get together and chat.
4 The result isn't the same _____.
5 It doesn't always develop other qualities that _____ in business needs.

B **Read the information. Complete the sentences with numbers 1–5.**

a We use pronouns with *some-* to talk about 'a thing', 'a person' and 'in a place'. For example: sentences ___, ___, ___

b We use pronouns with *every-* to talk about 'all things', 'all people' and 'in all places'. For example: sentences ___, ___

➔ page 123 See Grammar reference: Pronouns with *some-* and *every-*

6 **Match 1–4 with a–d and 5–8 with e–h to make sentences.**

1 We can't do all this work ourselves. We need to hire	**a** everyone.
2 People all over the world drink cola. It's popular	**b** someone.
3 The pay rise wasn't just for managers, it was for	**c** somewhere.
4 I don't want to stay home next weekend, I want to go	**d** everywhere.
5 This isn't a problem for one or two of us, it's a problem for	**e** something.
6 If you don't have time to make lunch, we can buy a sandwich or	**f** somebody.
7 He said he understood most of the contract, but not	**g** everybody.
8 If you need help, just ask	**h** everything.

7 **Complete the conversation with the correct pronoun.**

A: Hello, [1]_____. I'm glad you're all here. Before we start the meeting, let me ask – do you have [2]_____ you need? A copy of the report and [3]_____ to write with – a pen or pencil?

B: Sorry, I left my copy of the report [4]_____. I've looked [5]_____ for it, but I can't find it!

A: OK, could [6]_____ please print out an extra copy of the report?

8A **Work individually. Use each word below to describe a person, place or thing without saying who, what or where it is.**

everyone/everybody	everything	everywhere	someone/somebody
something	somewhere		

It's something you use to write text messages and make calls. (a mobile phone)
This is someone who helps us learn English. (the teacher)
It's what you use to carry everything when you travel. (a suitcase)

B **Work in pairs or small groups. Take turns saying sentences and guessing the answer.**

9 **Write six sentences about your job or studies using pronouns with *some-* and *every-*.**

Someone always arrives late to English class.
In the building, there are safety notices everywhere.

LIVEWORKSHEETS

Exercise 3 D

Complete the sentences with a word from the list below, in a suitable form, and a reflexive pronoun.

~~ask~~ blame enjoy express help hurt introduce make prepare teach

1 I keep ....asking..... .....myself..... what I would do in his situation.
2 It was a great holiday. We really ....
3 James .... Spanish by listening to cassettes while driving to work.
4 Be careful! It's very heavy! Don't .... !
5 Paula knows a lot of French, but she can't .... very easily.
6 Ladies and Gentlemen, please .... to more coffee.
7 Mary, ... for a shock. I'm going to resign.
8 Let me .... My name is Susan Conway.
9 It wasn't your fault. Don't ....
10 Ann and Nick! Great to see you. Come in and .... at home.

Exercise 4 A B C D

Underline the correct or most appropriate words.

1 No one *like/likes* to discover hidden costs, *does he/do they*?
2 I *felt/felt myself* quite nervous at the start of the presentation, but after a few minutes I *relaxed/relaxed myself*.
3 We'll deliver your pizza *sometime, somewhere/anytime, anywhere*.
4 I *remember/remember myself* when I first started working here. I always used to *worry/worry myself* if I was doing the right thing.
5 The figures in this spreadsheet don't correspond to the ones on the invoices. We're going to have to check *everyone/every one*.
6 Everyone *has/have* to meet in the lobby at nine o'clock to collect *his/their* conference registration forms.
7 Rome isn't *somewhere/anywhere* near Milan.
8 Rome isn't *somewhere/anywhere* I'd like to go for holidays in August. It's too hot for me then.
9 Your two colleagues introduced *themselves/each other* to me yesterday. First I met Peter, then later I met Susan.
10 Your two colleagues introduced *themselves/each other* to me yesterday. Peter told me a little about what Susan does, and Susan told me a little about Peter.

Exercise 5 B C

Complete the dialogues with the words from the list below.

anyone anything anywhere everyone everything ~~everywhere~~ someone something somewhere

A

DAVID: I can't find my mobile phone. I've looked (1) ...everywhere.... I must have put it down (2) ..... , but I just can't remember where. Oh, how annoying! It could be (3) ..... .

RITA: Perhaps (4) ..... has picked it up by mistake? (5) ..... in the company has the same type of mobile phone. (6) ..... could have picked it up.

B

GUY: Sales have dropped by 50% in Asia over the last 12 months.

PETRA: There must be (7) ..... we can do to increase sales.

GUY: But what? I've tried (8) ..... . I can't think of (9) ..... else we can do.

LIVEWORKSHEETS

D Reflexive pronouns

- The reflexive pronouns are: *myself, yourself, himself, herself, itself, ourselves, yourselves, themselves*. Note that there is a plural 'you' form.
- We use a reflexive pronoun if the object of the verb is the same as the subject.
  Compare:
  I'm enjoying the trip. ***I'm*** *enjoying* ***myself****.*
  Jill introduced me to her boss. ***Jill*** *introduced* ***herself*** *to me.*
- Some verbs may be reflexive in your language, but are usually not in English. Examples include: *change* (clothes), *complain, decide, dress, feel, hurry, meet, relax, remember, rest, sit down, stand up, wake up, wash, wonder, worry.*
  Note that actions that we do to ourselves do not have a reflexive pronoun.
  When I got home I ***washed*** *and* ***changed*** *quickly before going out again.*
- We can use a reflèxive pronoun for emphasis. In pronunciation, we stress *self* or *selves*.
  I ***myself*** *haven't seen the new design, but I believe it's very good.*
- If the meaning is 'without help' or 'alone' we can use *by* + reflexive pronoun.
  Are you doing all the research ***(by) yourselves****?* (without help)
  I wanted to travel to the conference ***by myself****.* (alone)
- Compare *themselves* and *each other/one another*:
  Andrew and Jessica emailed ***each other/one another****.*
  (Andrew sent an email to Jessica, and Jessica sent an email to Andrew)
  Andrew and Jessica emailed ***themselves****.*
  (Andrew sent an email to himself, and Jessica sent an email to herself)

  Not long ago companies were falling over ***each other*** *trying to 'dot com'* ***themselves****. AudioNet became Broadcast.com … and Sun Microsystems spent millions trying to convince us all that it was 'the dot in dot com,' whatever that means. Ah, but those days are gone.* (money.com website)

Vicky and her husband Charles are staying in a hotel. Complete what Vicky says by using the verbs in brackets with or without a réflexive pronoun.

'Charles, come on, try to (1) ...enjoy yourself... (enjoy)! (2) .....Remember..... (remember) you're on holiday! Look, why don't you (3) ..... (help) to another drink, go on … Goodness me, there's Daniel Westlake over there. What on earth is he doing here in Marrakech? Er, have you two (4) ..... (met) before? You know, you'd have a lot in common with Daniel. Why don't you go over there and (5) ..... (introduce) to him? While you do that I'll go back to the room and (6) ..... (change) in time for dinner. I don't know. Sometimes I (7) ..... (ask) whether you can ever (8) ..... (relax) when you're away from the office.'

LIVEWORKSHEETS