Reading and Writing 1, unit 1 Homework 1

Colegio Patriarca San José

Name: _____ Date: _____

Unit 1 Homework

I. Reading Comprehension

A. Read the article about teams in business. Then choose the correct answer for each question.

What makes a good team?

Section I
Today, the world of business changes quickly. Companies need to be ready for new developments. With good teams, a company can be flexible. For this reason, in many companies people work together in teams. Teams are important for a company's success. But what makes a good team? Many people have studied this question. One person was a man called Meredith Belbin. He researched good teams in the 1970s.

Section II
Belbin found that a good team needs different types of people. Firstly, a team must have one member who likes to take action and who can make plans. Secondly, it is important to have a person who is very organized. The team should also include someone who likes to solve problems, and someone else who has new ideas and is creative. People who are good with details are also useful. Finally, friendly and helpful team workers are very important in a team.

Section III
In good teams, people work together well. They are happy in their jobs. They enjoy their work. Everyone knows what their role in the team is. But they help other people when they need it. An effective team always has one member with the necessary skills for each part of the task. Everyone wants their team to get good results.

Section IV
Teams need clear plans. Everyone makes decisions together, and everyone should agree with the plans. In a good team, people share information and ideas. This is very important. There can be problems in a team if people don't talk to each other. Today, smartphones and computers make sharing information easy and fast. But often people want to talk face-to-face. So having meetings is a good way to make sure everyone knows what is happening.

Section V
A new team needs time to learn to work together. People must get to know each other. In a new team, some members may not want to agree with the others, so making decisions is difficult. New teams often do team-building games and activities to build good relationships. For example, they may go outside the office to solve a problem together. When everyone can learn to agree, the team will work well.

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1. Section I suggests that companies today _____
    A. have changed the world of business
    B. organize employees in teams
    C. have studied what makes a good team

2. What did Belbin say about people in good teams?
    A. Being organized is a useful skill.
    B. One person can have many different skills.
    C. Everyone has new ideas and is creative.

3. Section III suggests that in a good team, _____.
    A. people will usually help you with problems
    B. one person does lots of different jobs
    C. many people like to be independent

4. According to the writer, when do problems happen in teams?
    A. When people do not understand the plans.
    B. When people do not give information quickly.
    C. When only some people have information.

5. According to the writer, when the team is new, _____.
    A. people often don't like each other
    B. it takes time to be a good team
    C. they leave the office to solve their problems

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B. The article has five sections (I–V). How can you classify the information in each section? Choose the correct phrase for each section from the list a-f. Write the letter in the box. There is one more phrase than you need.

a. Working in a team

b. The importance of good teams

c. Smartphones and computers

d. New teams

e. Plans and information

f. The people in a team

Section I	6. ____
Section II	7. ____
Section III	8. ____
Section IV	9. ____
Section V	10. ____

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II. Vocabulary

A. Match each word with the correct definition. There is one more definition than you need.

1. career	a. to find the answer to a problem
2. skill	b. a job that you learn to do and then do for many years
3. solve	c. to decide what you are going to do and how
4. plan	d. a group of people working together to make or sell things
5. company	e. to study something carefully and find new information
	f. something you do well

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