

HOW WELL DO YOU WORK TOGETHER?

▶03-02 Listen to four conversations. Match the words and phrases with each conversation.

Conversation 1	embarrassed	didn't meet deadlines
Conversation 2	frustrated	didn't follow instructions
Conversation 3	mad	doesn't have experience
Conversation 4	tense	didn't communicate clearly

When do you do the activities in 1A? Check (✓) the boxes. Some actions can happen multiple times.

	Before starting a project	During a project	After the project
1. brainstorm ideas	☐	☐	☐
2. offer suggestions	☐	☐	☐
3. set up a meeting	☐	☐	☐
4. set clear goals	☐	☐	☐
5. stay on schedule	☐	☐	☐
6. give feedback	☐	☐	☐
7. create an agenda	☐	☐	☐

▶03-11 Listen or watch. Read the sentences. Circle *T* for *True* and *F* for *False*.

If the statement is false, cross out the false information and correct it.

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|---|---|---|
| 1. Liz and Diana have decided not to use the printing company again. | T | F |
| 2. They will give the printing company feedback with specific examples. | T | F |
| 3. They will set clear goals to communicate better. | T | F |
| 4. They will ask the printing company for daily reports. | T | F |