

## Job Skills - Teamwork

### Part 1 - Choose the correct word

These are the tips for teamwork in the workplace.

1. Provide \_\_\_\_\_ when and where due.
2. \_\_\_\_\_ Management Tools
3. A good \_\_\_\_\_ plan ensures everyone remains in the loop.
4. \_\_\_\_\_ - Don't procrastinate.
5. \_\_\_\_\_ is the best policy.

### Part 2 - Listen to the reading. Then choose the correct word,

Listen:

You'll need to prove that you're a \_\_\_\_\_ player but also have the \_\_\_\_\_ to manage and delegate to others and take on \_\_\_\_\_. It's about building \_\_\_\_\_ working \_\_\_\_\_ that help everyone to achieve \_\_\_\_\_ and business \_\_\_\_\_.