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Unit 2 Teams

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Keynotes

A **team** is a **group** of people in, for example, business or sport, or at college or work, who work **together** and have a similar aim. A **team leader** usually organises the team members and listens to their **opinions**. It is difficult for **teamwork** to be effective without good **communication**.

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Preview **1** Look at the information about teams at Toyota. Do you agree with the ideas?



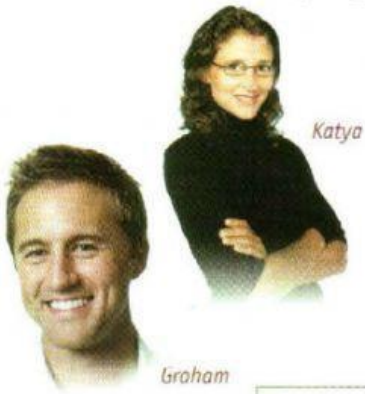
The Toyota way

Toyota believes that teamwork is very important. A good team member helps and respects other team members. It is good for team members to discuss different opinions, and to do this in a polite way.

2 What other things does a good team member do?

Listening 1 ⊙

Listen to Katya and Graham talking about working in a team. Choose the correct option a or b to complete the sentences.



1 I like a small teams (b) big teams.
2 It is important for a team to a have team meetings b have a plan.
3 It's a good idea to meet a every week b every month.
4 International teams are a difficult b interesting.
5 Team members often have a the same ideas b different ideas.
6 It's important to give a advice b your opinion.
7 I like a informal teams b formal teams.
8 A good way to communicate is a by telephone b by email.

Speaking

1 Look again at the statements 1–8 in Listening 1. Make sentences that you agree with.

I think it's important for teams to have a plan.

2 Compare your ideas with a partner. Try to give reasons for some of your ideas.

I like small teams because it is easy to talk to people.
A good way to communicate is by email because it's fast.

3 Talk about teams that you know (at college or work, or in sport).

Reading

1 Read the article on the opposite page. Which of these sentences summarises the ideas in the article?

a All managers are good at teamwork.
b Modern teams are always formal.
c There is more than one kind of team.

2 Write the number of the paragraph 1–4 that gives information about the following.

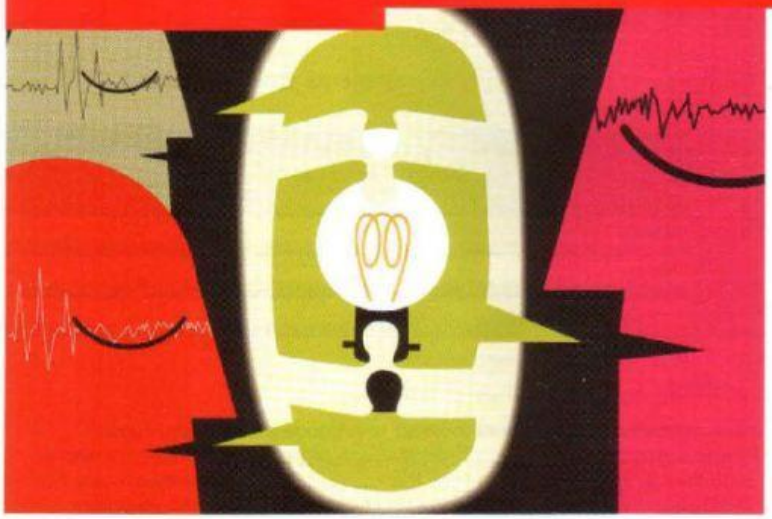
interesting places for teams to meet — paragraph ___
groups of colleagues — paragraph ___
modern technology — paragraph ___
people who need to be good team members — paragraph ___

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3 **Read the article again. Are these statements true or false?**

1 Modern companies want bosses to organise teams. *true*
2 Team members are always from the same country.
3 Teams are never informal.
4 Colleagues meet to discuss work.
5 Some teams meet away from the office.
6 It isn't important for teams to communicate with other departments.

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Glossary

bright ideas (adj + n) good ideas

CEO (n) Chief Executive Officer, the top manager in an organisation

network (v) share information and help each other

creative (adj) able to think of new ideas

Teamwork

Teams with bright ideas

Better ways of working together

[1] Teams are important in modern business. Many companies want all their employees to be good at teamwork and they want the CEO, directors and managers to be good at organising teamwork.

[2] In traditional teams, people usually work for the same company. Sometimes team members are from the same department and sometimes from different departments. Today, colleagues often work on international projects, and modern technology helps members of the team to communicate. People use the internet and video conferences to talk to each other when they are in different countries.

[3] Teams are not always formal. Employees often meet with people from other departments at work, for example over coffee. These groups are not organised teams, but they are important. They network and talk about work, and they help to communicate information between departments.

[4] Some companies have teams that meet in unusual places. Companies build rooms for teamwork so that these special teams can meet outside their normal office. The rooms look different from normal offices, for example painted in bright colours. Some managers think this helps teams to be creative. It is also important to have regular contact with other departments in the main company – such as design, marketing, production and finance. This sometimes helps the team to decide if an idea is good or bad. ■

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Speaking **Work in groups. Your company asks you to work in a team. Suggest an unusual place to meet. Choose your group's best idea and present it to the class.**

Let's meet in a swimming pool. We can talk and do some exercises!
Let's meet in a park because it's quiet.

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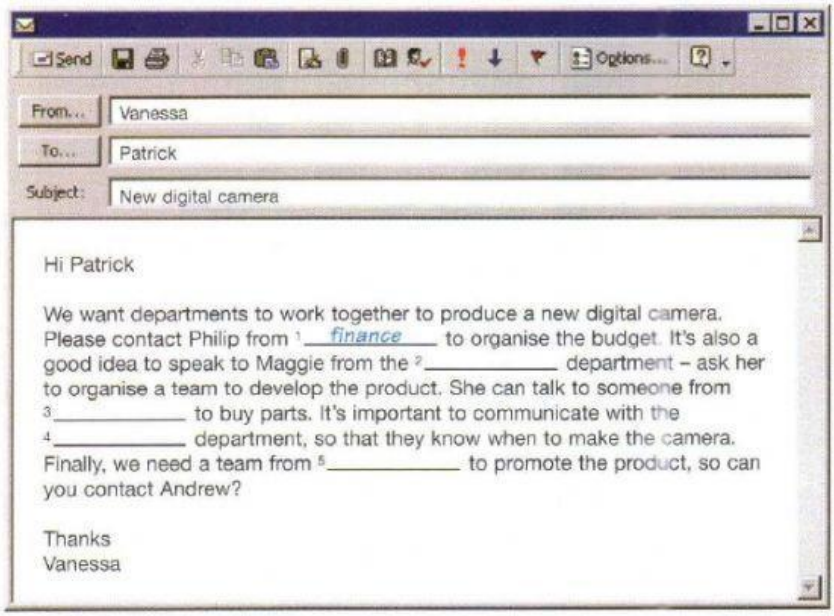
Vocabulary 1

1 Match the departments 1–9 with the definitions a–i.

1	Design	a	makes products
2	Marketing	b	sells to customers
3	IT	c	buys products or services for the company
4	Production	d	deals with the company's accounts
5	Finance	e	hires new employees and organises training
6	Buying	f	arranges artwork
7	Sales	g	maintains the company's computer systems
8	Human Resources (HR)	h	invents and develops new products
9	Research and Development (R&D)	i	promotes products or services

2 Complete the email with departments from exercise 1.





Vocabulary 2

1 Which words in the box are usually used to describe the management in a company?

directors ~~CEO~~ employees staff manager
colleagues boss personnel

2 Complete the sentences with words from the box.

1 A CEO makes important decisions and leads the company.
2 I enjoy my job because I like the people I work with. They are great _____.
3 We are pleased to welcome two new _____ to the board.
4 She's a good sales _____. She's in charge of sales teams in Belgium and France.
5 The _____ restaurant is open at 12:00pm for lunch.
6 My _____ is in charge of 14 people.

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Working English

We can talk about the time in different ways.



Marc starts work ***at***
seven o'clock
seven o'clock in the morning
seven



Marc finishes work ***at***
half past five
half past five in the afternoon / evening
five thirty

In more formal situations, we can also use **am** and **pm** to show if a time is in the morning or afternoon.

*7**am** / 5:30**pm***

For travel times, we often use the twenty-four-hour clock.

*5:30 = **17:30** (**seventeen thirty**)*

Speaking

1 **Match the sentences 1–6 with the times a–f. Take turns to say the sentences with a partner.**

1	Maria usually eats dinner at 9:30pm.	a nine thirty in the morning
2	Jack often has breakfast meetings at 8am.	b one fifteen in the morning
3	Kenji has a video conference at 9:30am.	c eight in the evening
4	Sergie always has lunch at 1:15pm.	d one fifteen in the afternoon
5	Michelle sometimes gets the train home from work at 20:00.	e nine thirty in the evening
6	Lukas's plane leaves at 01:15.	f eight o'clock in the morning

2 **What time do you have meals in your country?**

Listening 2

1 **Listen to Doug Scott talking about his job. What time does he start and finish work?**

2 **Listen again. Choose the correct option a–c to complete the sentences.**

1 I work at night because I contact colleagues in other a companies (b) countries c departments.
2 When I arrive at work, I usually read my a emails b mail c information.
3 It's 7pm in London, so it's 11am in a Shanghai b LA c Milan.
4 At a midnight b night c midday, I write a report.
5 I never go out a before work b at work c after work.
6 I have my free time during the a night b day c afternoon.

Speaking

What do you think is a good time to start and finish work? When do you have free time? Compare your ideas with a partner.

It's good to start / finish work at ...
My free time is in the morning / afternoon / evening.

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Language check 1

Present simple affirmative



We use the present simple for routines and regular activities, and also for permanent and long-term situations. Study these examples and answer the questions below.

a *At midnight, I* ***write*** *a report and send it to the team.*

b *We* ***have*** *a video conference every Monday.*

c *My company* ***is*** *in London but I* ***work*** *with an international team.*

d *She* ***works*** *in Dubai.*

e *The team* ***has*** *a meeting every week.*

1 What letter do we add to a present simple verb in the third person singular?

2 What is the third person singular of the verb *have*?

For more information, see page 158.

Practice

Complete the text with the correct form of the verbs in the box.

have (x2)	start (x2)	work (x2)	drive (x2)	meet	~~live~~

I [1] *live* in a house with two people, Andrea and Rob. We [2]_____ for the same company, but in different departments. Andrea is a design manager, and Rob [3]_____ in HR. Andrea usually [4]_____ to work because she [5]_____ her job at 8:00am. Rob and I [6]_____ work at 9:30am, so we often travel by train. On Friday, we all start at 9:00am and we [7]_____ to the office together. Rob often goes out and [8]_____ lunch in a restaurant, but Andrea and I usually [9]_____ lunch at our desks because we're busy. On Thursday, we [10]_____ colleagues from other departments after work.

Language check 2

Frequency adverbs

1 We use frequency adverbs (e.g. *never*) to say how often things happen. Study the examples from the article on page 17 and underline the frequency adverbs.

a *Colleagues often work on international projects.*

b *In traditional teams, people usually work for the same company.*

c *This sometimes helps the team to decide if an idea is good or bad.*

d *Teams are not always formal.*

2 Complete the rule with *before* and *after*.

Adverbs of frequency usually go _____ the verb to be and _____ all other main verbs.

For more information, see page 158.

Speaking

Use frequency adverbs to tell your partner how often you do things.

go to meetings get up early have lunch in a restaurant read a newspaper
play sport eat dinner in a restaurant be late for appointments

I sometimes go to meetings. I'm never late for appointments.

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Career skills

Introducing others

When we introduce people, it is helpful to say a little about what job the person does or where they work. Look at these ways of introducing people and giving information.

Introduce people	Give information about people
a *This is [Maria White].*	c *He/She's a [design manager].*
	d *He/She works at [head office].*
Respond	e *He/She's with [IBM].*
b *Pleased / Nice to meet you.*	f *He/She's in charge of [accounts].*

Working English

In formal situations, we use personal titles with people's surnames.

1 Which of these names does not include a title? Which two titles are not possible in English?

1 Dr Jones	2 Tony Jones	3 Miss Smith	4 Mr Dr Jones
5 Mr Jones	6 Mrs Smith	7 Ms Smith	8 Jones Mr

2 Match the definitions with the five correct titles above.

a a woman who is not married
b a woman who is married
c a woman who is married or unmarried
d a man who is married or unmarried
e a man or a woman who has a PhD or medical degree

Listening 3



1 Listen to a team leader introducing Monica and Anton, two new members of a team, to each other. Complete the sentences with the correct name – Anton or Monica.

1 _____ is in charge of marketing.
2 _____ is with JHT.
3 _____ is a media consultant.

2 Listen again. Tick (✓) the phrases a–f in Career skills that the speakers use.

Speaking

1 Work in groups of three. Take turns to be the group leader and introduce two new members of the team to each other. Include information about what each person does.

Name: Dr Sam Valdos
Job title: product manager
In charge of: product development

Name: Chris Howard
Company: Fiesta Design
Job title: consultant
In charge of: design on the project

2 Practise making introductions again, using real names and information.

This is Martina. She's a sales manager. She's with ICI.
This is Juan. He's a student. He studies English.