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Unit 2 Teams



Vocabulary: **Teams**
Language: **Present simple affirmative; frequency adverbs**
Career skills: **Introducing others**
Writing: **Information for a company website**

Vocabulary

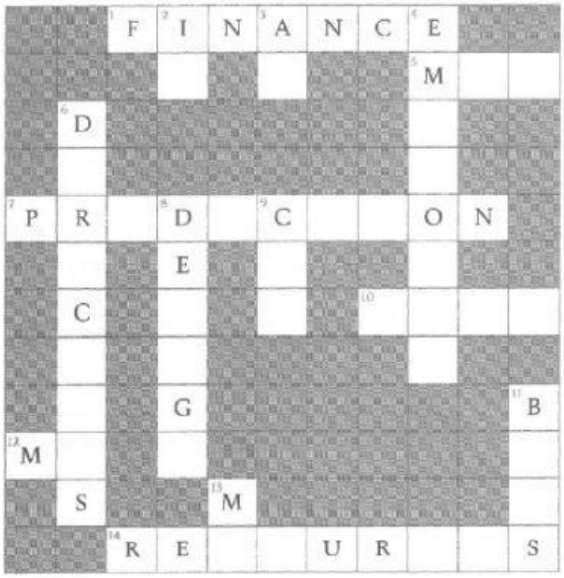
Use the clues to complete the crossword.

Across

1 department that pays salaries and bills
5 title for a married woman: _____ *Jones*
7 department that makes things
10 people who work together in a group
12 title for a man: _____ *Jones*
14 department that employs and trains new workers in a company: *Human* _____

Down

2 department that helps with computers
3 seven thirty _____ (in the morning)
4 a worker
6 board of _____.
8 department that helps with art
9 head of a company
11 informal word for your manager
13 title for a married or unmarried woman: _____ *Jones*



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Language check

1 **Choose the arrow (a or b) which shows the correct position for the frequency adverb in brackets.**

1 Xavier [a↓] is [b↓] on time for meetings. (usually) *b*

2 Lang Industries [a↓] works on [b↓] international projects. (often)

3 Catrina and Fabrice [a↓] go to [b↓] lunch at 1:30. (always)

4 Employees [a↓] at the Wendell Group [b↓] have video conferences. (never)

5 I [a↓] send thirty emails a day to our office [b↓] in Hong Kong. (sometimes)

2 **Choose the correct words a–d below to complete the text.**

Kate Lloyd is a designer and her company [1] *is* in Seattle in the USA. She usually [2] _____ work at eight o'clock. When she arrives at work, she always [3] _____ her emails. She [4] _____ works on projects with an international team. The other team members work in Asia, Europe and Australia. The team [5] _____ meets because they work in different continents. The team members [6] _____ by email, telephone and video conference.

1	a are	b am	c is	d be
2	a go	b goes	c start	d starts
3	a read	b reads	c look	d looks
4	a often	b never	c does	d is
5	a always	b sometimes	c often	d never
6	a communicate	b communicates	c say	d says

Writing

Your company has a new website to help international team members communicate. Look at the example from another team member and then write some information (40–60 words) about you. Then compare your answer with the suggested answer on page 91.

- Introduce yourself and say what you do.
- Say what time you start and finish work/college.
- Say what you do in your free time.



Hi
My name is Nandita and I work in the Mumbai office.
I'm an IT manager. I usually start work at 7:30am and finish at 4pm. In my free time, I go to the cinema with friends and I play tennis. I also study English three hours a week. It's nice to meet the international team on this website!
Regards
Nandita

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Listening 1 **Listen to three short conversations. Choose the correct picture a–c to answer the questions.**

1 What time is the meeting?

a 

b 

c 

2 Which team is the conversation about?

a 

b 

c 

3 Which department does she want?

a **Sales Department**

b **Buying Department**

c **Finance Department**

Listening 2 **1 Listen to a team leader introducing two members of a team. Are these statements true or false?**

1 The team leader introduces two men. *False*
2 Karl and Fiona meet for the first time.
3 Karl is a marketing director.
4 He works for CNJ.
5 Fiona is in charge of research and development for the project.
6 They go to dinner.

2 Listen again and match the sentence beginnings 1–6 with the endings a–f.

1 Fiona, this is Karl Rogers.	a meet you, Mr Rogers.
2 Pleased to	b R&D for this project.
3 Call me	c meet you, Fiona.
4 Karl, this is Fiona. She's in charge of	d a coffee and talk about the project.
5 Nice to	e He's a marketing consultant with KMG.
6 OK, let's go for	f Karl, please!

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Reading **Read the article and choose the correct answer a–c to complete the sentences.**

1 Management gurus often compare business to ... b
   a boat racing.
   b football and rugby.
   c golf.
2 Members of a boat club need to ...
   a compete and co-operate.
   b talk about teamwork.
   c have lessons in business.
3 A person who is good at boat racing ...
   a is always good for the team.
   b is good at all sports.
   c sometimes isn't good for the team.
4 People that work with the team ...
   a aren't good team members.
   b help to win the race.
   c are great boat racers.
5 The writer thinks it is important that the team ...
   a likes each other.
   b likes racing.
   c likes business.

The Economist

Team sport and business



Members of the rowing team in a boat race

Management gurus often compare business to sport. They sometimes use examples from football or rugby when they talk about teamwork. But it isn't often that they say that rowing has lessons for business.

But there are some similarities between rowing and business teams. The members of the boat club need to compete for a place in the team. They also need to co-operate as team members at the same time. This is also true in a company. Colleagues try to be the best, but at the same time they need to work together.

A person who is only good at rowing is not always good for the team. Some members of a boat club are very good at the sport. So they think it isn't important to be nice to their colleagues or to work with the team. Other members of the club are not so good at the sport, but they work with the team – and they are the team members that help to win the race.

This is a good lesson for managers: a team with members that like each other works together. And it is the team that works well together that gets really good results.