

Read the conversation and fill in the blanks

What would you do if you were in Rashid's place?

Zoe Is everything OK, Rashid?

Rashid Well, I have a _____ with the
new project team.

Zoe Oh! What's the matter?

Rashid They're nice people and they're
working _____, but there's a serious
problem with their teamwork. They're
just not working together. They don't
share information with each other or try
to _____ solutions to problems together. So
it means that sometimes two people do
the same task, or they _____ a lot of time
trying to find information, instead of asking
someone on the team.

Zoe I see. That's a difficult problem. Do they
know _____?

Rashid Yes. We had a meeting at the
beginning of the project where we
introduced everybody and everybody
could talk to each other.

Zoe Maybe it wasn't enough. Can you do
some kind of team-building? Take everyone
out for lunch together or go to a café after
work? Give them time to get to _____ each
other better.

Rashid That's a _____ idea!

Zoe And why don't you have a team meeting
_____ morning? Everyone could share
information and ask each other questions.

Rashid That might not be a bad solution, but
a daily meeting takes up a lot of time.

Zoe Or how _____ talking to them all about
their teamwork?

Rashid I don't think that's _____ a good idea.
I don't want them to think I'm telling them
what to do. It's difficult to decide. I'll think