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Unit 5

Name:
Section:
Student number:

Lead in:

What is Working Together?

What are the benefits of working together?

What are the ways to work better together?

Reading

Q: Read the following paragraph then answer the questions:

Meeting Types

Knowing the types of meetings a manager can host will help set your team up for success. Effective meeting management can help increase engagement and collaboration across the team. Instead of being a draining recurring activity, an effective meeting can be a unique opportunity to gather ideas, provide input, entice professional growth, and move organizational objectives forward. Before choosing the right type of meeting for your team be sure to consider these meeting elements:

1. Purpose: What is the goal of the meeting?

2. Participants: Who should attend and who will lead the meeting?

3. Agenda: What topics need to be discussed and in what order?

4. Outcome: What do you hope to accomplish by the end of the meeting?

5. Frequency: How often should the meeting take place?

Once you have considered these elements, it's time to choose the best type of meeting for your team's needs.

1. Onboarding meetings

Onboarding meetings are the first meeting between employees and their managers once they join the organization. This type of kick-off meeting signifies the start of their training and is necessary to have as the employee onboarding period lays the groundwork for the success of a new team member as it's their first deep dive into the company's processes and systems. These meetings should help managers get to know their employees and build relationships. Asking ice breaker questions, such as, what are your hobbies, what is your favorite dish, or other interpersonal questions, like, how do you prefer to receive feedback, or what motivates you, are best practices for these meetings.

2. One-on-one meetings

A one-on-one meeting is between two people, generally a manager and their direct report. They are one of the most effective ways for managers to build relationships and trust with their direct reports.

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3. Check-in meetings

Check-in meetings—also referred to as status update meetings—are discussions where teams collaborate and share progress on a specific topic or project. The objective is to ensure alignment in the team and project while raising blockers inhibiting progress.

4. Brainstorming meetings

A brainstorming meeting is when a team meets to generate ideas on a specific topic. Brainstorming sessions can happen synchronously or asynchronously. In an async context, you'll need to ensure remote team communication and collaboration tools are available to your meeting participants.

5. All-hands meetings

All-hands meeting implies that all levels of the organization will join the meeting, including individual contributors, team leads, department heads, and c-suite executives. The goal is to sync the entire company with relevant updates, such as department-specific updates or changes in company policies.

6. Decision-making meetings

A decision-making meeting is when a team meetings to formalize a decision and iterate the next steps. These meetings will generally be used for significant decision-making that requires a commitment and potentially a new direction.

7. Problem-solving meetings

Problem-solving meetings will generally be held between someone facing a challenge and a manager or leader. Depending on the nature of the problem, this meeting can include a representative of different departments, such as a representative from HR or the legal team. The goal of a problem-solving meeting is to either find a solution to an obstacle or explore next-step possibilities.

8. Quarterly planning meetings

Quarterly planning is the strategic implementation of a year plan broken into four quarters. Every quarter, a revised goal is set for the following three months. These updated goals can be communicated in a quarterly planning meeting where there is a discuss strategic plans and a celebration of the past 90-day achievements.

9. Board meetings

A board meeting is a formal meeting with the entire board of directors of a given organization. These formal meetings are held at various intervals, such as quarterly or yearly, to discuss reoccurring and significant issues, such as policy issues, legal business or KPI reporting, or miscellaneous issues.

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Q: Decide if these sentences are true or false.

1 - Brainstorming sessions can happen synchronously or asynchronously. True False

2 - A board meetings will generally be held between someone facing a challenge and a manager or leader. True False

3 - Agenda: What is the goal of the meeting? True False

4 - Onboarding meetings should help managers get to know their employees and build relationships. True False

5 - All-hands meetings will generally be used for significant decision-making. True False

6 - A one-on-one meeting is between seven people. True False

Vocabulary:

Q :Read the vocabulary below, identify the part of speech of each one then match the words to their meanings:

word	Part of speech	meaning
1.Commence		……..not present.
2.Conference		……..succeed in doing.
3.Agenda		…….finish.
4.Accomplish		…….a large meeting room, often has one long table and many chairs.
5.Comment		…….thinking to gather ideas.
6.Vote		…….work together as a pair/group.
7.Boardroom		…….express one's opinions or thoughts.
8.Absent		…….formal meeting.
9.Brainstorm		…….due date for completion.
10.Collaborate		…… to express (the expression of) an opinion in a group by voice or hand etc.
11.Deadline		…… begin.
12.Wrap up		…….list of objectives to cover in a meeting.

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Q: Choose two of the words and put them in a sentence:

…….

…….

Keyboarding Vocabulary:

Q: Name the key for each of the functions below, write the number of the correct name next to each sentence:

1. enter 2. caps lock 3. backspace. 4. space bar 5. home keys. 6. double-space (DS). 7. tab 8. standard word. 9. function key. 10. esc key. 11. alt key. 12. control key 13. shift key. 14. numberic 15. keypad 16. delete key 17. num lock

1. The key that is used to delete characters. …….
2. The key that is used to key a series of capital letters. …….
3. The act of tapping the ENTER key twice tomove the insertion point down two lines……..
4. The key that is used to return the insertion point to the left margin and move it down one line. ……
5. The keys where you place your fingers to begin keying - a s d f for the left hand and j k l ; for the right hand……..
6. The key that is used to place a space between words. …….
7. In keyboarding, a group of any five characters (letters, numbers, symbols, or spaces). …….
8. The key that is used to move the insertion point to a specific location on the line. …….
9. A key which can be programmed to cause an operating system command interpreter or application program to perform certain actions. …….
10. The key that is used to change the function of other pressed keys. …….
11. The key that is used to initiate an escape sequence. …….
12. The key that when pressed with another key will perform a special operation. …….

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13. The key that is used to type capital letters and other alternate "upper" characters. …….
14. The key that is used to switch the pad between number entry and arrow keys. …….
15. The key which erases text. …….
16. The small, palm-sized, seventeen key section of a computer keyboard, usually on the very far right. …….

Q: Read then choose the correct words for the following:

1- The key on the keyboard which erases text

a) esc key b) alt key c) delete key

2- The key on the keyboard used to initiate an escape sequence.

a) esc key b) alt key c) delete key

3- The key on the keyboard that is used to place a space between words

a) esc key b) delete key c) space bar

4- The key on the keyboard that is used to key a series of capital letters

a) esc key b) delete key c) caps lock

5- The key on the keyboard used to change the function of other pressed keys

a) caps lock b) space bar c) alt key

Meeting vocabulary:

Q: Match the definitions (a–f) with the phrases (1–6):

Phrases	Definitions
1. …… to cancel a meeting	a. to change the time or date of a meeting
2. …… to confirm a meeting	b. to have a meeting at a later time or date
3. …… to bring a meeting forward	c. to have a meeting at an earlier time or date
4. …… to postpone a meeting	d. to say that a meeting will happen
5. …… to move a meeting	e. to say that you will go to a meeting
6. …… to accept an invitation to a meeting	f. to decide that a meeting will not take place

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Grammar Spot

How to make polite requests

A request is when we ask someone for something.
Since we are asking someone for help, it is important to be polite.
We must avoid being too direct.

Here are examples of being too direct:
"I want help." "Pass me the salt." "Can you carry my bag?"

These questions are all correct English but they are too direct. These are not polite requests. They are in fact quite rude. People will be offended because they will think that you are giving them orders

- **Asking to do things – asking for permission**

There are many different ways of making polite requests in English.]Requests in English are usually made in the form of questions

Asking	Saying Yes	Saying No
Can I...?	Yes, sure	Well, I'm afraid...+ reason
Could I...? Could I possibly...? Is it all right if I...? Do you think I could...?	Yes, of course. Yes, that's fine. Certainly.	Well, the problem is...
Do you mind if I...?	No, not at all. No, of course not.	Sorry, but...

- **Asking others to do things – making requests**

Asking	Saying Yes	Saying No
Can you...?	Yes, sure.	Well, I'm afraid + reason
Could you...? Is it all right if you...? Do you think you could...? Will you...? Would you...?	Yes, of course. Certainly.	Well, the problem is Sorry, but...
Do you mind -ing...? Would you mind -ing...?	No, not at all. Of course not.	

*Remember that 'Do you mind...?' and 'Would you mind...?' mean 'Is it a problem for you?' so the polite answer when we 'say yes' is 'No'.

Q: Choose the correct alternative for the following:

1- (Could - Would - Would you mind) I borrow a pen, please?

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2- 'I've forgotten my wallet.' - Don't worry. I (Could -Would closing - Would you mind if) lend you some money if you like.

3- (Could - Would - Would you mind if) you like to come to the cinema tonight?

4- Do you mind (Could - Would - closing - Would you mind if) the window please?

5- Would you mind (Could - Would - closing - helping - Would you mind if) me with these boxes?

6- (Could - Would - Would you mind if) I left early tomorrow morning? I have a doctor's appointment.

Q: Choose the correct answer:

1.**A:** ……. borrow your pen for a minute? **B:** Sure, here you go.

a) Would you mind b) Would c) Can I d) Would you mind if

2. A: ……. closing the window? It's getting quite cold in here. **B:** Not at all! I'll close it right away.

a) Could you b) Would you mind c) Would you mind if d) Can I

3. A: ……. I opened the door? It's a bit warm in this room. **B:** No, go ahead.

a) Would you mind b) Could c) Would you mind if d) Would

4. **A:** ……. you please pass the salt, please? **B:** Of course! Here it is.

a) Would you mind if

b) Could c) Would you mind d) Can I

5. A: ……. like another cup of tea? **B:** Yes, please. That would be wonderful!

a) Would you b) Would you mind c) Could d) Would you mind if

Q: Write the questions by putting the words in the correct order.

1- Sally / play / volleyball / Can / us / with? …….

2. phone / I / please / your / Can /use? …….

3. close / you / that door / Can / please? …….

4. go / we all / Can / to / the game? …….

5. join /Can / your / drama club / I? …….

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Listening :A meeting

https://youtu.be/R4asUnmVEJo

Q: Listen then choose the correct sentence from the following.

1- The meeting time :

1.The meeting was first planned for 7 a.m.
2.The meeting was first planned for 1 p.m.
3.The meeting was first planned for 7 p.m.

2- Moving the meeting :

1.Peter wants to cancel the meeting.
2.Peter wants to bring the meeting forward.
3.Peter wants to postpone the meeting.

3 - The new meeting time:

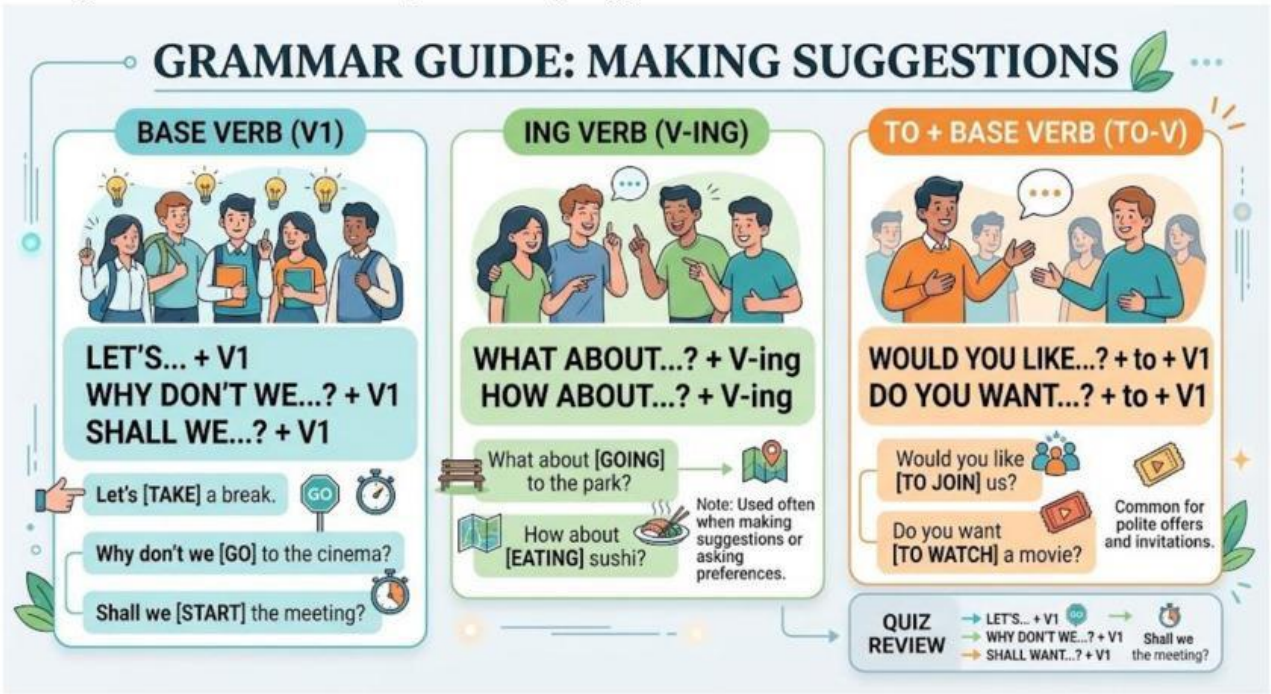
1.The new meeting time is 4 a.m.
2.The new meeting time is 4 p.m
3.The new meeting time is 1 p.m.

4 - Peter's presentation :

1.Peter is nervous about her presentation.
2.Peter is looking forward to her presentation.
3.Peter isn't ready to give her presentation.

Speaking

In English there are several ways of making suggestions:



Making suggestions

Q: Read the conversation below then write the phrases used to ask for or make suggestions in the blank provided:

Hana: Hi Jana, would you like to do something with me this weekend? ……

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Jane: Sure. What shall we do? ……..

Hana: I don't know. Do you have any ideas? …….

Jane: Why don't we see a film? ……

Hana: That sounds good to me. Which film shall we see?

Jane: Let's see "Action Man 4." …….

Hana: I'd rather not. I don't like violent films. How about going to "Mad Doctor Brown?" I hear it's quite a funny film. …….

Jane: OK. Let's go see that. When is it on?

Hana: It's on at 8 p.m. at the Rex. Shall we have a bite to eat before the film? …….

Jane: Sure, that sounds great. What about going to that new Italian restaurant Michetti's? ……..

Hana: Great idea! Let's meet there at 6.

Jane: OK. I'll see you at Michetti's at 6. Bye.

Hana: Bye.

Jane: See you later!

Q: Identify if these phrases are positive or negative

1. Agreed, good idea. ……. 2. No, I don't think so. ……

3. It's going to be difficult. ……. 4. Yeah, sure. ……

5. Good plan. ……. 6. No, I don't think that's a good idea. ……

7. OK, no problem. ……. 8. I'm not really sure. ……

Q: Choose the correct verb form

What about ……. to the cinema tonight?

a) go b) going c) to go

Why don't we ……. a break for ten minutes?

a) take b) taking c) to take

Let's ……. some pizza for dinner!

a) ordering b) to order c) order

How about ……. basketball this afternoon?

a) play b) playing c) to play

Would you like ……. us for lunch?

a) join b) joining c) to join

Do you want ……. a movie with me?

a) to watch b) watch c) watching

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Shall we ……. the meeting now?

a) starting b) start c) to start

Q: Decide which sentences are suggestions (S) or not a suggestion (NS):

1- Shall we go to London next weekend? 2- Why don't you ask Peter to go with you?

3 - How about starting your day with black coffee? 4 - Let's focus on our exam.

5 - You must be lazy to sleep all day. 6 - He gets up at 3 o'clock in the morning.

7 - It's important to have fun from time to time. 8 - Do you want me to go with you?

Writing

How To Write Suggestion Letter?

A suggestion letter is written to recommend something, to express your views or to give your point of view on a certain matter. A letter of suggestion may be written as a formal or informal letter.

- In the case of a formal letter the letter should be concise and to the point. The writer should maintain a formal tone while writing it.
- In the case of an informal letter, the letter of suggestion can be written in a casual manner and from a personal capacity.
- Here is a template you can follow:

From:
[Your Name]
[Your Address]

Date: [Date]

To:
[Name of the Person]
[Designation]

Subject: [Subject]

Dear Sir/Madam,

I am writing this letter to you to [state the reason for writing your letter]. I would like to suggest [suggestions].

I strongly feel that these improvements will [state the benefits of the suggestions]. I hope you will consider my suggestions positively and take the necessary action.

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Yours truly,
[Your Signature]
[Your Name]

Sample:

Dear Sir,

Suggestion Letter for Improving Services

I have been a client of your firm for the past two years, and I am writing this letter to suggest some changes to your services.

The quality of the raw materials I have been receiving for quite some time has not been of the best standard. In addition, there have been certain delays in the delivery of the raw materials, which have affected our work.

I suggest having a fixed delivery schedule for the materials, along with proper records of the materials that have been delivered and those that are yet to be delivered. I also recommend improving the quality of the materials being supplied to us.

I am sure that if you improve upon these essential points, we can build a long-lasting relationship with you and your firm. I hope you will take these suggestions positively and work on improving your services as soon as possible.

Thank you.

Yours truly,
Joseph Birla

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