

Match the vocabulary words to the definitions:

Column A	Column B
1. <b>Teamwork</b> ♥	♥ working together to achieve a common goal
2. <b>cooperate</b> ♥	♥ to split a task into smaller parts so that everyone can work on a different part
3. <b>brainstorm ideas</b> ♥	♥ to tell someone about your ideas
4. <b>share ideas</b> ♥	♥ to gain knowledge or understanding from someone or something
5. <b>divide and conquer</b> ♥	♥ the general mood or feeling of a group of people
6. <b>learn from each other</b> ♥	♥ to do something better or more than you could do by yourself
7. <b>achieve more together</b> ♥	♥ the level of enjoyment and contentment that people feel about their work
8. <b>synergy</b> ♥	♥ the amount of work that is produced in a particular period of time
9. <b>productivity</b> ♥	♥ the combined effect of two or more things that is greater than the sum of its parts
10. <b>efficiency</b> ♥	♥ to generate new ideas by discussing them with others
11. <b>morale</b> ♥	♥ the way in which something is done in a way that minimizes waste
12. <b>job satisfaction</b> ♥	♥ to help someone on a task or project

Read the following text: **Advantages of teamwork**

Working as a team has many advantages, both for individuals and for organizations. Here are five key advantages:

When people work together as a team is called efficiency, they can divide tasks and work on them simultaneously. This can lead to significant gains in efficiency, as teams can complete tasks much faster than individuals working alone.

Teamwork can also lead to financial savings for organizations. For example, teams can often find more creative and cost-effective ways to solve problems. Teams can also help to reduce waste and errors.

One of the biggest advantages of teamwork is that it fosters collaborative innovation. When people from different backgrounds and with different skills work together, they can come up with new and innovative ideas that would not have been possible if they were working alone.

Working as part of a team can also improve morale and job satisfaction. When people feel supported and valued by their team members, they are more likely to be motivated and engaged in their work.

Teams can also make better decisions than individuals. When people from different backgrounds and with different perspectives come together to discuss a problem, they are more likely to come up with a comprehensive and well-rounded solution.

**Multiple choice questions:**

1. Which of the following is NOT an advantage of teamwork?

- (a) Efficiency
- (b) Financial savings
- (c) Collaborative innovation
- (d) Increased competition

2. Which of the following is the BEST way to describe collaborative innovation?

- (a) People from different backgrounds and with different skills working together to come up with new ideas
- (b) People competing with each other to come up with the best idea
- (c) People following a strict set of rules and procedures to come up with new ideas
- (d) People using technology to come up with new ideas

3. Which of the following is the BEST way to improve morale and job satisfaction?

- (a) Make sure that everyone has a clear understanding of their roles and responsibilities
- (b) Provide opportunities for team members to socialize and get to know each other outside of work
- (c) Celebrate team successes and recognize individual contributions
- (d) All of the above

4. Which of the following is the BEST way to make better decisions as a team?

- (a) Encourage everyone to share their ideas, even if they are different from the majority
- (b) Consider all of the options carefully before making a decision
- (c) Be open to feedback and change your mind if necessary
- (d) All of the above