

2**Focus on vocabulary****Part A: Match the vocabulary to the definitions.**

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| 1. problem-solving (noun) | a. the amount of, and speed at which goods or services are produced |
| 2. flexible (adj.) | b. work with others to reach a goal |
| 3. productivity (n) | c. state exactly what you want or what it is you are talking about |
| 4. motivate (v) | d. the way in which you see something |
| 5. assign (v) | e. the act of finding answers to difficult situations |
| 6. perspective (n) | f. make someone want to do something |
| 7. collaborate (v) | g. able to change for new situations |
| 8. define (v) | h. give a particular job or task to someone |

Part B: Underline the stressed syllable for each of the words in Part A.

1. prob/lem/sol/ving (noun)
2. flex/i/ble (adj.)
3. prod/uc/tiv/i/ty (n)
4. mo/ti/vate (v)
5. a/ssign (v)
6. per/spec/tive (n)
7. col/lab/or/ate (v)
8. de/fine (v)



**Part C: Complete the following sentences with the vocabulary from Part A.**

1. At the beginning of a project, it's very important to _____ your goals to the team so everyone understands what the aims are.
2. When employees are stressed or unhappy, it can seriously affect the _____ of a company.
3. There are always going to be difficulties with any job and a good manager should have good _____ skills.
4. In any team, there will be different points of view and it's a good idea to try and understand the _____ of everyone on the team.
5. A team leader should generally try to _____ tasks on a project based on the skills that each employee has.
6. Although everyone will have different strengths, it's important to try and be _____ about which tasks you will do when working on a team.
7. When several people _____ well together, they can often produce better work than if one person is doing it alone.
8. A good manager should be able to _____ their team to do the best work that they are able to do.