

Teamwork: Practice 2

Instructions: Based on the conversation, complete the following exercises.

Exercise 1: Formal Vocabulary Matching

The speakers use formal verbs to describe their actions. Match the verb from the script with its more common synonym.

| Formal Verb from Script | Common Synonym |
|-------------------------|-----------------------------|
| 1. Accomplish | A. Follow / Adhere to |
| 2. Comply with | B. Carry out / Perform |
| 3. Execute | C. Finish / Achieve |
| 4. Obey | D. Follow a rule or request |

Exercise 2: Sentence Transformation (B2 Grammar)

Rewrite the following sentences using the word in **BOLD** so that the meaning remains the same as in the script.

5. We need to focus on the most important chores first. **PRIORITIZE** *Answer:*

We need to _____ the big chores.

6. The professor gave us instructions that are not easy to understand.

COMPLEX Answer: The professor's instructions are

_____.

Exercise 3: Listening for Functional Language

Identify the purpose of the following phrases used in the dialogue.

7. **"Just to clarify—do you want me to..."**

A) To express a complaint about the task.

B) To ensure the specific details of a task are understood.

C) To suggest a completely different task.

8. **"So, just to restate our plan to confirm..."**

A) To summarize the agreement and check for accuracy.

B) To end the conversation because they are bored.

C) To argue about who is doing the most work.

Exercise 4: Word Formation

Change the word in parentheses to the correct form to complete the sentence.

9. Tom wants the team to manage their time (**EFFICIENT**)

_____.

10. The team needs to follow the APA (**GUIDE**) _____ strictly.