

## TEAMWORK

### GLOSSARY

colleague – коллега

communication – коммуникация

communicate – осуществлять коммуникацию

consultant – консультант

degree – уровень образования

opinion – мнение

PhD – доктор (наук)

team – команда

team leader – лидер команды

team member – член команды

teamwork – работа в команде

technology – технология

### 2.1. Vocabulary

*Ex. 1. Match the words to their Russian equivalents.*

1. colleague	a. доктор (наук)
2. communication	b. консультант
3. communicate	c. уровень образования
4. consultant	d. работа в команде
5. degree	e. коммуникация
6. opinion	f. осуществлять коммуникацию
7. PhD	g. технология
8. team	h. член команды
9. team leader	i. коллега
10. team member	j. команда
11. teamwork	k. мнение
12. technology	l. лидер команды

*Ex. 2. Solve the riddles. Use Ex. 1 to help you.*

1. I am a group of people who work together to achieve a goal. What am I?
2. I am the person who guides and organizes a group of people. What am I?
3. I am sharing information and ideas with others. What am I?
4. I am what you get from a university or college after you finish your studies. What am I?
5. I am a person you work with in your office or company. What am I?
6. I am working together effectively as a group to reach a common goal. What am I?
7. I am your thoughts or beliefs about something. What am I?

*Ex. 3. Complete the sentences with the given words.*

**colleague / communication / communicate / consultant / degree / opinion / PhD / team / team leader / team member / teamwork technology**

1. Our project \_ has five people. We work together every day.
2. Good \_ is very important for a project to be successful. We need to talk openly.
3. I need to \_ with my manager about the new task before I start.
4. We hired an expert \_ to help us improve our business processes.
5. She has a \_ in Marketing from a well-known university.
6. What is your \_ on the new company policy? Do you think it's good?
7. My professor has a \_ in Computer Science; he is very knowledgeable.
8. The \_ helps the group stay organized and motivated to finish tasks.
9. Every \_ has an important role and specific tasks in the project.
10. Effective \_ helps us achieve goals faster and more efficiently.
11. We use new \_ like video conferencing to work with people in different cities.
12. My \_, Alex, helped me finish the report on time today.

## 2.2. Reading

*Ex. 1. Read the text.*

A team is a group of people who work together. They have a common goal. For example, a team can build a new product or finish a big project.

Teamwork is very important in a company. When people work as a team, they can achieve more. They can finish tasks faster and find better solutions. Everyone shares their ideas and opinions. This helps the team make good decisions.

In a team, there is often a team leader. The team leader helps organize the work. They make sure everyone knows their tasks. Each person in the group is a team member. Every team member is important. They bring different skills and ideas.

Good communication is key for teamwork. Team members need to talk to each other. They share updates, problems, and opinions. Using technology, like video calls or chat programs, helps teams communicate, especially when they work in different places.

Working with colleagues in a team is a great way to learn and grow. Together, a team is strong!

*Ex. 2. Say if the following sentences are **TRUE** or **FALSE**.*

1. A team is a group of people who work alone.
2. Teamwork helps companies achieve more.
3. Only the team leader shares ideas in a team.
4. Communication is important for a team.
5. Technology can help teams talk to each other.
6. Every team member is important.

*Ex. 3. Answer the questions about the text.*

1. What is a team?
2. Name two things teamwork helps a company do.
3. Who helps organize the work in a team?
4. Why do team members need good communication?

5. Give one example of technology mentioned in the text that helps teams communicate.

### 2.3. Grammar

*Ex. 1. Complete the sentences using the correct Present Simple form of the verb in parentheses.*

1. A good team (work) together.
2. We often (have) team meetings on Monday.
3. The team leader (organize) the tasks for everyone.
4. My colleague (not / understand) the new software.
5. They (share) their opinions during discussions.
6. (Do / Does) your company (use) video calls for communication?
7. I (not / agree) with that idea.
8. Good communication (help) a team succeed.
9. She always (arrive) early for work.
10. We (achieve) our goals when we work together.

### 2.4. Communication

*Ex. 1. Find the correct translations to the following English sentences.*

1. Как часто вы общаетесь со своими коллегами?	A. Let's work together on this project.
2. Нам нужно эффективно общаться.	B. We need to communicate effectively.
3. У нас командное совещание в 10 утра.	C. What's your opinion on this?
4. Важно делиться информацией.	D. I agree with that idea.
5. Я согласен с этой идеей.	E. Can you help me with this task?
6. Наша цель — закончить к пятнице.	F. We have a team meeting at 10 AM.
7. Каково ваше мнение по этому поводу?	G. It's important to share information.
8. Он обычно берёт на себя инициативу в обсуждениях.	H. Our goal is to finish by Friday.
9. Можете ли вы помочь мне с этой задачей?	I. How often do you communicate with your colleagues?

10. Давайте работать вместе над этим проектом.

J. He usually takes the lead in discussions.