



This week...

Max and Emiko are discussing ways to improve the teamwork in their department.

Lesson Objectives...

- Discussing teamwork
- Improving efficiency

Business English Conversation

Advanced Class

Warm Up – Topic Question



What's a good way to get people working together as a team?

Picture Description

Why are they celebrating?



A



B



What kind of project are they working on?

Max	I think the staff in our department need to improve their teamwork.
Emiko	I thought everyone was already working well together.
Max	Ideally, everyone should be working together to maximize efficiency and reach common goals. At present, we are below peak efficiency.
Emiko	How can we optimize the teamwork, then?
Max	To begin with, we should encourage the team to brainstorm with each other at different times during a project.
Emiko	I think I read somewhere that having clearly outlined rules and responsibilities greatly assists team cohesion as well.
Max	That'll work. Also, I think over in Sales they have a team tradition where they do something to celebrate finishing a project.
Emiko	Let's start to implement some of these ideas.

I think the staff in our department need to communicate better with each other.

1. I think the staff in our department need
2. Ideally, everyone should
3. To begin with
4. I think I read somewhere that



Role Play – Teamwork

Student A wants to improve the productivity and efficiency of his/her department. **Student B** gives him/her some advice about how to achieve this through better teamwork.



Student A: Ask **Student B** for advice about how to make your department more efficient.
Student B: Give **Student A** advice about improving teamwork.

Key Phrases

- How can I improve efficiency in my department?
- I need them to bond with each other.
- How can I get them to help each other more?
- I appreciate the advice.
- Do all your staff get on well with each other?
- What's the biggest problem?
- Have you thought about?
- Maybe you could
- *Other*

Teamwork

- team retreat
- role playing exercises
- establish clear responsibilities
- elect team leader
- create team traditions
- offer incentives/rewards
- encourage socializing
- *other*

Agree or Disagree



1. Staff should be encouraged to socialize to improve teamwork.
2. A team is only as good as its leader.
3. Staff should not be forced to work on a team if they don't want to.

- Is there good teamwork at the company you work for?
- Are there any disadvantages to working as a team?
- How would you reward good teamwork?

- brainstorm - *Let's get together and **brainstorm** some ideas.*
- efficiency - *Our poor **efficiency** is affecting productivity.*
- encourage - *I'll **encourage** the staff to help each other out.*
- implement - *Let's **implement** the plan tomorrow.*
- improve - *I hope our team dynamic will **improve**.*
- responsibilities - ***Responsibilities** will be shared equally.*
- teamwork - *Let's reward them for their great **teamwork**.*