



This week...

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

Lesson Objectives...

- Discussing teamwork
- Improving efficiency

Business English Conversation

Basic 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?

*Create a short story using the following format

- 1. Who
- 2. Where
- 3. When
- 4. What's happening?

*Create simple sentences using the vocabulary

1. improve
2. encourage
3. brainstorm
4. implement

We need to **improve** communication in our department.



1. **I think the staff in our department need** a bit of R & R.
2. **We need to get them to** bond as a team.
3. **I think I read somewhere that** teamwork improves productivity.
4. **Also, I think** we need to nominate a team leader.

Skit

- Words
- Phrases

Max	I think the staff in our department need to improve their teamwork.
Emiko	I thought everyone was working well together.
Max	We need to get them to maximize efficiency and reach common goals. At present, we are below peak efficiency.
Emiko	How can we get the team to work better with each other?
Max	Firstly, we should encourage them to brainstorm when doing a project.
Emiko	I think I read somewhere that having clearly outlined responsibilities helps team cohesion as well.
Max	I like that idea. Also, I think in the sales department they always do something to celebrate finishing a project.
Emiko	Let's start to implement these ideas.

1. I think the staff in our department need
2. We need to get them to
3. I think I read somewhere that
4. Also, I think

Responses - Prepositions

*please select the most appropriate response for each item below:

1. A: Welcome the team!
B: I'm excited to be a part of this group.

in / to / up

2. A: I think John would be a good fit
.... team leader.
B: I agree. He's well-liked.

for / to / with

3. A: Is there a problem your
department?
B: Yes. We lack efficiency.

in / on / about

4. A: I want to take my team a
bonding weekend.
B: I think that's a great idea.

in / at / on

5. A: Shall we split them into two
separate teams?
B: I think that's a good idea.

on / up / with

6. A: It's nice to see everyone getting
on their work.
B: Yeah, they all seem to be
working well together.

with / about / for

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: I need to make my department more efficient.

Student B: Have you thought about improving the teamwork?

* Continue the conversation using the **Key Phrases** and **Teamwork** from below.

Key Phrases

- I need them to bond with each other.
- How can I get them to help each other more?
- Thanks for the advice.
- Maybe you could...
- Do all your staff get on well with each other?
- What's the biggest problem?
- *Other*

Teamwork

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

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

- brainstorm - *I want to **brainstorm** some ideas with you.*
- efficiency - *Our poor **efficiency** is affecting productivity.*
- encourage - *We need to **encourage** the staff more.*
- implement - *Let's **implement** the plan tomorrow.*
- improve - *I hope our team communication will **improve**.*
- responsibilities - *That will be your **responsibility**.*
- teamwork - *Let's reward them for their great **teamwork**.*