



This week...

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

Lesson Objectives...

- Discussing teamwork
- Improving efficiency

**Business English Conversation**

**Super 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



<b>Max</b>	I think the staff in our department need to improve their teamwork.
<b>Emiko</b>	I thought everyone was already <b>pulling together well</b> .
<b>Max</b>	Well, ideally, everyone should be working together to maximize efficiency and reach common goals. At the moment, <b>I think we're sub-par</b> , efficiency-wise.
<b>Emiko</b>	Fair enough. <b>How can we optimize</b> the teamwork, then?
<b>Max</b>	For starters, we should encourage the team to brainstorm with each other at different times during a project.
<b>Emiko</b>	I think I read somewhere that having clearly outlined rules and responsibilities greatly aids team cohesion as well.
<b>Max</b>	<b>I like where you're coming from</b> . Also, I think over in Sales they have a team tradition where they do something to celebrate finishing a project.
<b>Emiko</b>	Let's start to implement some of these ideas.



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.

## 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*



Talk about one of the following topics for one minute:

1. Encouraging staff to socialize to improve teamwork.
2. A team is only as good as its leader.
3. The pros and cons of big teams vs small teams.

\*Other students in the class, ask one question each to the presenter after the speech

- 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?

We all need to work together if we are going to finish this project on time. **Many hands make light work.**



**there's no 'I' in 'team'** – you should work together and not be selfish

- We all need to work together on this project. Remember, **there's no 'I' in 'team'**.

**many hands make light work** – a task is soon accomplished if several people help

- Let's all pitch in to finish this task, guys. **Many hands make light work!**

**a problem shared is a problem halved** – talking about a problem with someone else usually makes it seem less daunting or troubling

- **A problem shared is a problem halved**, so talk it through with your teammates.