



## *Live Lesson Notes*

# Teamwork

## Contents

1. Useful links
2. IELTS Speaking Vocabulary: Teamwork
3. Teamwork: Idioms
4. Listening: How to work in a team
5. Pros and Cons of teamwork

## Some useful Links

My **GOLD** online course for **IELTS Speaking**

<https://courses.keithspeakingacademy.com/p/ielts-speaking-get-band-7-gold>

My new **Idioms** course

<https://keithspeakingacademy.com/150-idioms-course/>

Follow me on **social media**

<https://www.facebook.com/keithspeakingacademy>

<https://www.facebook.com/groups/KeithIELTSMastermind/>

[https://www.instagram.com/keith\\_speaking\\_academy/](https://www.instagram.com/keith_speaking_academy/)

<https://www.youtube.com/@EnglishSpeakingSuccess>

# Teamwork Examples

**Teamwork** = working with others towards a common goal

- Doing sports
- Playing games with others
- Work / school projects
- Doing collaborative research
- Preparing an event (a party....)
- Doing hobbies with friends and family
- Playing music with others

# IELTS Speaking Vocabulary: Teamwork

**Teamwork** (n. Uncountable)

Working together on an activity to achieve a common goal

- Effective teamwork
- Good teamwork
- To encourage teamwork

**To collaborate** /kə'læ bə reɪt/

To work together on an activity to achieve a common goal

\_\_\_\_\_ **on** a project

\_\_\_\_\_ **with** someone

In **close** collaboration **with** \_someone\_\_\_\_\_

*The students collaborated **on** a group project to create a presentation to their classmates.*

*The sales team worked **in close collaboration with** the marketing team.*

**To cooperate** /kəʊ'pɪ ər eɪt/

\_\_\_\_\_ **on** a project

\_\_\_\_\_ **with** someone

*John is on our team, but he isn't cooperating, he just wants to do his own thing.*

**To coordinate** /kəʊ'ɔ: dɪ neɪt/

= To organise the different parts so they work effectively as a whole

\_\_\_\_\_ people  
\_\_\_\_\_ activities  
\_\_\_\_\_ a campaign  
\_\_\_\_\_ efforts

*I need to **coordinate my staff** so they can work more effectively.*

**Synergy** (n. UN or C) /'sɪn ə dʒi/

= The combined power of a group or team, that is greater than the power of the individual parts

The synergy **between** people / teams

Good \_\_\_\_\_  
Powerful \_\_\_\_\_

*Our team's synergy led to an innovative solution that none of us could have developed alone.*

**Team dynamics** (n.) /daɪ'næm ɪks/

= The way that individuals in a team interact with each other

*The team dynamics are good, let's not change anything for the moment.*

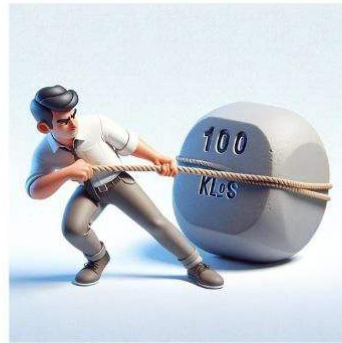
# IELTS Speaking Idioms: Teamwork

Can you guess these idioms?

1



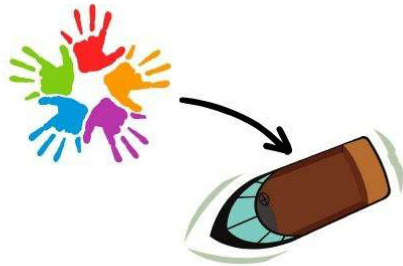
2



3



4



Answers at bottom of PDF

# Speaking and Listening: How to work in a team

## Advice from Keith



Watch the video and answer the question below.



1) What useful tip does Keith give about working in a team?

## Answers at bottom of PDF

2) Listen and fill the gaps

1. a clear \_\_\_\_\_ goal
2. to \_\_\_\_\_ concerns
3. listen to others with respect and an open \_\_\_\_\_
4. you need to \_\_\_\_\_ your ego
5. conflict \_\_\_\_\_ will come about

## Answers at bottom of PDF

3) Watch the video again and note any other useful collocations

## Full script on next page

## Full Script

Working in a team is about the 3 Cs, collaboration, coordination, communication and a clear **shared goal**.

If your team doesn't have a shared goal, then there's going to be disagreement and **lack of direction**.

I guess **in this case** then having a good team leader who can make that goal clear and motivate others to go. That is really important.

Also, that team leader is going to create a culture hopefully where people feel safe to share their ideas, to be creative, to **voice concerns** (=share your worries) and expectations and listen to others with respect and **an open mind**. **Fostering trust** (=building trust) and respect is **paramount** (=very important)

I think when you're in a team as well, you need to **drop your ego** (=forget about yourself and focus on others) a little bit and realise it's not just about you but it's about working together with others and that means strategising, **leveraging the strengths** (=to make the most of...) of each individual and **minimising the weaknesses** they have. So it's important, everybody is clear on their individual role and their role in **the bigger picture**

**In some cases**, it's also about **active listening** and being able to empathise with others.

Finally, I guess it's important to accept that there will be disagreements and that's a **natural part of teamwork** and to be aware that you know conflict resolution will come about through open but respectful discussion and communication.

A useful tip here is to focus on people's behaviour rather than who people are. You know for example, saying, 'when you did that, you made a mistake' rather than saying, 'you're an idiot. Why did you do that?'



# IELTS Speaking Discussion:

## Pros and Cons of teamwork

### What are the pros of teamwork?

- Two heads are better than one
- You can spread the workload
- Brainstorm your ideas
- Harness / leverage different people's skills and experience
- Team spirit can boost productivity, effectiveness and efficiency
- Diversity of ideas
- Combine skills
- Source new ideas

### What are the cons of teamwork?

- You need to compromise
- You have to put up with dead weight
- Conflict, disputes, mistrust
- Waste time
- Don't always see eye to eye
- People may be on a different bandwidth/wavelength
- Personality clashes
- Some people may dominate, manipulate others
- Miss out on ideas from shy people
- There are always 'free loaders' (people who don't contribute)
- Some members don't pull their weight (contribution)
- Go off track, lack of direction

# ANSWERS

## IELTS Speaking Idioms: Teamwork

Can you guess these idioms?

1



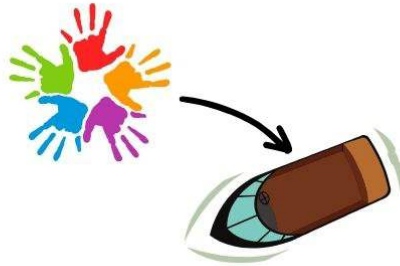
2



3



4



1. **To work hand in hand** = to work closely together

### **Related idioms**

- **Two heads are better than one** = you get better ideas with more people.
- **Many hands make light work** (*proverb*) = more people make the work easier
- **The sky is the limit** = There are no limits
- **To put your heads together** = to work closely together and share ideas

2. **To pull your weight** = to work as hard as others in a group, do your responsibilities.

*I don't like working with Jane, she never pulls her weight!*

### ***Related idioms***

- **Dead weight** = unnecessary things or people (especially in a team or project), often a liability

3. **To see eye to eye** = to agree

*I don't always see eye to eye with my colleagues.*

### ***Related idioms***

- **To be on the same page** = to have the same idea (about something)
- **To be in the same boat** = to be in the same situation

4. **All hands on deck** = Everyone in the team needs to contribute

*This is a big project, we need all hands on deck*

# Speaking and Listening: How to work in a team

## Advice from Keith



Watch the video and answer the question below.

1) What useful tip does Keith give about working in a team?

**Focus on people's behaviour rather than who people are.**

2) Listen and fill the gaps

## Answers

1. a clear **shared** goal
2. to **voice** concerns (=to *speak out your worries*)
3. listen to others with respect and an open **mind**
4. you need to **drop** your ego
5. conflict **resolution** will come about