

# LIFE SKILLS COLLABORATION

1. What do these photos have in common?
2. How are they different?



3. Do you enjoy working in a team or on your own?  
Why?

Read the beginning of the text.  
Why does Jenny like team work?



# TEAM WORK

If you're like me, you do a lot of team projects at school. For example, last term, I did a school presentation about recycling with some classmates and it was much easier and faster than doing everything alone. I enjoy team projects because I'm a sociable person. I like sharing ideas with other people and I get bored when I work alone. Of course, team activities aren't always easy. In fact, they can be **stressful** if people don't know how to work well together. Here are some tips to make team work easier.

*tips*



By Jenny Larkins

*Prepare 5 in presentations by Trina*

What is tip 1 about?



## **1** Know the goals:

Make sure everyone understands the goal of the project. If you're doing a class project, you need to check the teacher's instructions carefully and ask questions **whenever** something isn't clear. There's a popular saying: 'If you don't know where you're going, you probably won't get there.'

Match the sentences with the introduction or tips 1–5 in the text.

- 1 Some people may want to choose tasks they are good at doing.
- 2 Everyone has to be responsible and complete their own tasks.
- 3** If you don't understand the instructions, check with the teacher.
- 4 Think carefully about the best order for doing the different tasks.
- 5 When team members don't work well together, projects are more difficult.
- 6 It's more successful if team members each have a special part to play in the team.

What is tip 2 about?



**2**

### Assign roles:

Teams work better when people have roles. For example, there should be a leader who helps everyone make decisions. There might also be a note-taker who writes down the team's ideas during meetings, and a time-keeper to make sure people don't **waste** time chatting. That was my role for the recycling project! Other roles might be fact-checker or group representative for speaking to the class.

Match the sentences with the introduction or tips 1–5 in the text.

- 1 Some people may want to choose tasks they are good at doing.
- 2 Everyone has to be responsible and complete their own tasks.
- 3 If you don't understand the instructions, check with the teacher.
- 4 Think carefully about the best order for doing the different tasks.
- 5 When team members don't work well together, projects are more difficult.
- 6 It's more successful if team members each have a special part to play in the team.

What is tip 3 about?



**3**

### Divide the work:

For large projects, we can divide the work into smaller tasks for particular people. Team members can choose tasks they do well or enjoy. I always volunteer to find information because I like to read and **search** for facts on the internet. Other people might be good at writing or making computer presentations. Of course, you shouldn't always do the same task. It's good to try new things, even if they're difficult!

Match the sentences with the introduction or tips 1–5 in the text.

- 1 Some people may want to choose tasks they are good at doing.
- 2 Everyone has to be responsible and complete their own tasks.
- 3 If you don't understand the instructions, check with the teacher.
- 4 Think carefully about the best order for doing the different tasks.
- 5 When team members don't work well together, projects are more difficult.
- 6 It's more successful if team members each have a special part to play in the team.

What is tip 4 about?



**4**

### Make a plan:

After you **split up** the work, write down a plan on paper. You can use a chart or a calendar to help you. List all the tasks and think about when each one must be finished. For example, I had to find the facts for my recycling project before my teammates could start the presentation. For that reason, it's important for everyone to follow the plan. And if you can't finish your part on time, tell the others as soon as possible.

Match the sentences with the introduction or tips 1–5 in the text.

- 1 Some people may want to choose tasks they are good at doing.
- 2 Everyone has to be responsible and complete their own tasks.
- 3 If you don't understand the instructions, check with the teacher.
- 4** Think carefully about the best order for doing the different tasks.
- 5 When team members don't work well together, projects are more difficult.
- 6 It's more successful if team members each have a special part to play in the team.

What is tip 5 about?



**5**

### Be respectful:

When you're working in a team, respect is essential. Listen when others are speaking and don't interrupt. Do your fair share, so other team members don't have to do your work for you. Finally, try to stay positive and enjoy yourself. Everything is easier when you're having fun!

Match the sentences with the introduction or tips 1–5 in the text.

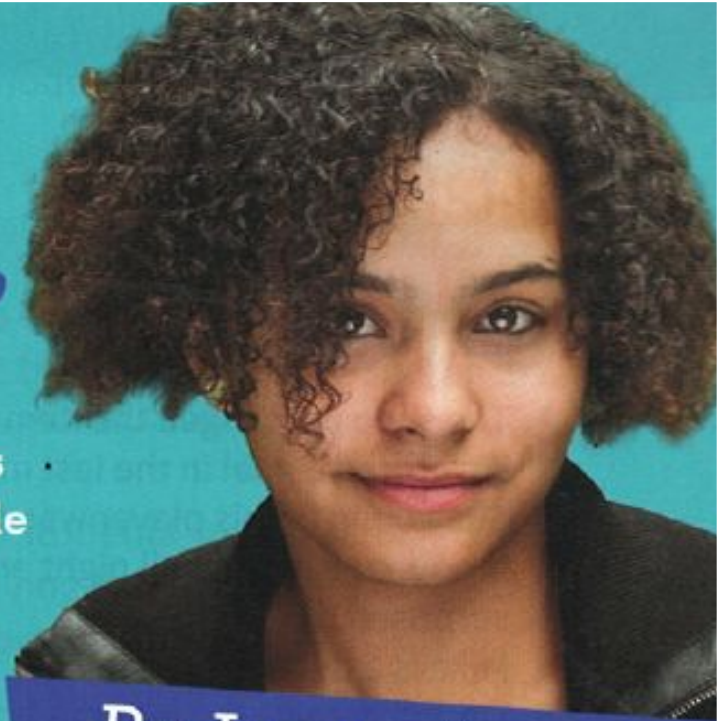
- 1 Some people may want to choose tasks they are good at doing.
- 2 Everyone has to be responsible and complete their own tasks.
- 3 If you don't understand the instructions, check with the teacher.
- 4 Think carefully about the best order for doing the different tasks.
- 5 When team members don't work well together, projects are more difficult.
- 6 It's more successful if team members each have a special part to play in the team.



# TEAM WORK

If you're like me, you do a lot of team projects at school. For example, last term, I did a school presentation about recycling with some classmates and it was much easier and faster than doing everything alone. I enjoy team projects because I'm a sociable person. I like sharing ideas with other people and I get bored when I work alone. Of course, team activities aren't always easy. In fact, they can be **stressful** if people don't know how to work well together. Here are some tips to make team work easier.

*tips*



By Jenny Larkins

Match the **highlighted** words in the text to the meanings.

- 1 look carefully for something
- 2 making you feel nervous or worried
- 3 divide a thing into smaller parts
- 4 use something in a careless way
- 5 any time or always



## Know the goals:

Make sure everyone understands the goal of the project. If you're doing a class project, you need to check the teacher's instructions carefully and ask questions **whenever** something isn't clear. There's a popular saying: 'If you don't know where you're going, you probably won't get there.'

Match the **highlighted** words in the text to the meanings.

- 1 look carefully for something
- 2 making you feel nervous or worried
- 3 divide a thing into smaller parts
- 4 use something in a careless way
- 5 any time or always

## 2

### Assign roles:

Teams work better when people have roles. For example, there should be a leader who helps everyone make decisions. There might also be a note-taker who writes down the team's ideas during meetings, and a time-keeper to make sure people don't **waste** time chatting. That was my role for the recycling project! Other roles might be fact-checker or group representative for speaking to the class.

Match the **highlighted** words in the text to the meanings.

- 1 look carefully for something
- 2 making you feel nervous or worried
- 3 divide a thing into smaller parts
- 4 use something in a careless way
- 5 any time or always

**3**

### Divide the work:

For large projects, we can divide the work into smaller tasks for particular people. Team members can choose tasks they do well or enjoy. I always volunteer to find information because I like to read and **search** for facts on the internet. Other people might be good at writing or making computer presentations. Of course, you shouldn't always do the same task. It's good to try new things, even if they're difficult!

Match the **highlighted** words in the text to the meanings.

- 1 look carefully for something
- 2 making you feel nervous or worried
- 3 divide a thing into smaller parts
- 4 use something in a careless way
- 5 any time or always

**4**

### Make a plan:

After you **split up** the work, write down a plan on paper. You can use a chart or a calendar to help you. List all the tasks and think about when each one must be finished. For example, I had to find the facts for my recycling project before my teammates could start the presentation. For that reason, it's important for everyone to follow the plan. And if you can't finish your part on time, tell the others as soon as possible.

Match the **highlighted** words in the text to the meanings.

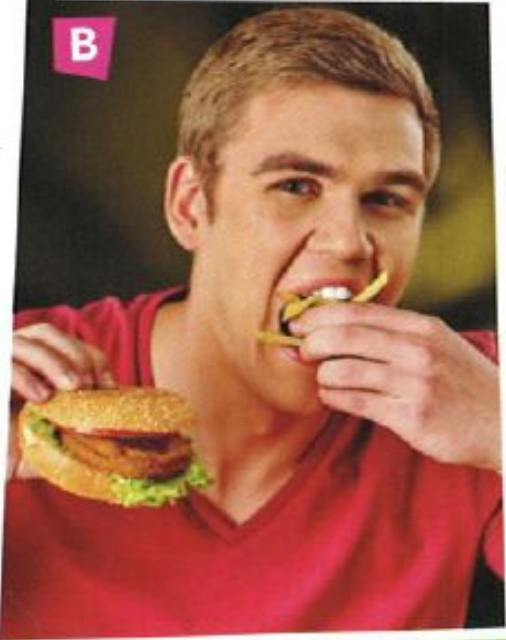
- 1 look carefully for something
- 2 making you feel nervous or worried
- 3 divide a thing into smaller parts
- 4 use something in a careless way
- 5 any time or always



A



B



C



- 5 Look at photos A-C. What project topics could they represent?
- 6 Listen to a conversation. Which topic from the photos does David like for the team project?



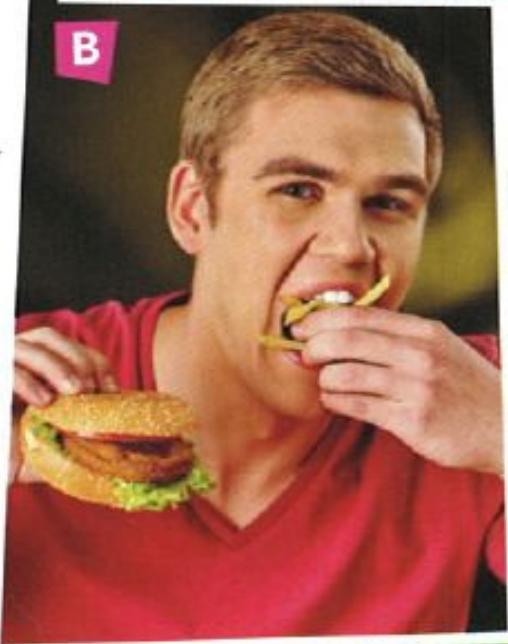
A



Listen again and complete the sentences.

- 1 Anna thinks they should do a project about ...
- 2 David's mum thinks he should stay ...
- 3 David's mum suggests that he asks his teacher ...
- 4 David's first idea for the group project was ...
- 5 Last year, David took a course about ...

B



C



1. exercise and staying fit

2. positive

3. to give them more information

4. extreme sports

5. first aid

8 Read the *Useful language* phrases. Complete them with the words in the box.

about      could      know  
sure      think      topic



## USEFUL LANGUAGE

### Discussing ideas

- 1 I *thin* we should make a list.
- 2 I don't *kno*. Let me think.
- 3 What *k abo* collecting money?
- 4 I'm not *sure*. I can't decide.
- 5 How about a different *topi*?
- 6 That *coul* be a good idea.

*d*







## PROJECT

**A team  
presentation**

Work in a team of four to prepare a class presentation. Choose one of the ideas below or discuss other ideas with your teammates. Then use the checklist to help you work as a team.

- Keeping a local park clean
- Staying safe when you do sports
- Collecting money for disaster victims
- Healthy eating

- 1 What role will each person play in the team?
- 2 How are you going to divide the topic and tasks?
- 3 What task does each person want to do? Why?
- 4 How long will each of the tasks take to complete?
- 5 Which tasks need to be done first? And after that?
- 6 How can you show respect for other team members?

**Present your work to the class.**



1. How often do you work in teams in your class?

2. Do you do any team activities in your free time?

3. Do you like working in teams? Why? Why not?

extra

