



# Teamwork makes the dream work

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## Lead - in

1. What does “teamwork” mean to you in your job or daily work?
2. How did teamwork change during the pandemic in your company or industry?
3. Have you ever worked in a hybrid team (some people remote, some in the office)? How does it affect teamwork flow?
4. What tools or apps help your team communicate and collaborate today?
5. What are some important qualities of a good team member in today’s work environment?

My notes

### Extras:

Watch this short clip and be ready to discuss how it illustrates teamwork. Metaphors, parallel situations, and associations with the work environment are welcome!



1:23

## Video



1. How do words create misunderstandings in team communication?
2. What challenges do teams face when they first come together to work on a project?
3. Why did Mary and David create TeamWords?
4. How does the TeamWords method help teams improve their communication?
5. What happens when teams use words like "professional" or "supportive" without defining them?
6. Why is communication more complex in modern diverse teams?
7. How can teams use the TeamWords cards to establish better understanding?

### Over to you

What do you think about TeamWords? Would it be applicable in your workplace?

# Article

Read the article provided in the separate pdf file and answer the questions.

1. Why is strong leadership important for teamwork?
2. What can happen if team members don't trust each other?
3. How can teams improve communication?
4. What is one problem with having a very large team?
5. How can teams stay connected when working remotely?



## Over to you

1. Which teamwork problem in the article do you see most often in your job?
2. What do you think is the best way to build trust in a team?
3. Do you think rewards (incentives) help people work better in teams? Why or why not?



# Vocabulary - slang



Read each short dialogue. Then choose the best meaning for the **bolded slang/expression**. Be ready to explain your answer.

1. A: Can we **touch base** tomorrow morning before the team meeting?  
B: Sure thing. I'll grab us a room.

What does it mean?

- A Cancel the meeting
- B Talk quickly to check in or update each other
- C Call someone from a different team

2. A: Did you talk to the client about the new prices?  
B: Not yet. I'll **circle back** with her after lunch.

What does it mean?

- A Return to the topic or task later
- B Call someone from another company
- C Take a break from a task

3. A: I'm assigning this task to Ben, but I'll **keep you in the loop** just in case things change.

B: Thanks, I'd like to stay updated.

What does it mean?

- A Removed from the project
- B Responsible for the whole task
- C Informed and included in updates



4. A: Did the files get sent to HR?

B: Oh no—I totally **dropped the ball**. I'll send them right now.

What does it mean?

- A Do something perfectly
- B Forget or fail to complete a task
- C Start a new project

5. A: This project needs someone to organize the tasks.

B: I can **take the lead** if no one else wants to.

What does it mean?

- A Help someone else finish a task
- B Become the manager
- C Be responsible and guide the team

6. A: Can you help me finish this report today?

B: I'd love to, but I don't have the **bandwidth** right now. I'm swamped with other deadlines.

What does it mean?

- A Time and energy to do something
- B Internet speed
- C Permission from the boss

7. A: Before we present to the client, let's make sure we're **on the same page**.

B: Agreed. I'll double-check the slides.

What does it mean?

- A Agree and understand the plan
- B Use the same slides
- C Write down the same notes

8. A: We're all staying late to finish this. Can you pull your weight and help out?

B: Of course, I'll get started right away.

What does it mean?

- A Take a break
- B Do your fair share of the work
- C Carry heavy items

## Dialogue

Read each dialogue and translate the Polish phrase into a natural English workplace expression.

1. Emma: Before we send the email to the client, I think we should \_\_\_\_\_ (**skontaktować się szybko**) tomorrow morning.

2. Manager: Just letting you know—Ben will take over the project, but I'll \_\_\_\_\_ (**trzymać cię na bieżąco**).

Sasha: Thanks, I appreciate it.

3. Omar: I wish I could join the meeting, but honestly, I \_\_\_\_\_ (**nie mam przestrzeni/czasu**) right now with these three deadlines.

4. Nina: I totally forgot to update the file. I think I \_\_\_\_\_ (**zawaliłam sprawę**) on that one.

5. Jake: We need someone to manage this task.

Ava: I'll \_\_\_\_\_ (**przejąć inicjatywę**) if that's okay with everyone.

6. Chris: I'll ask her again later today. I'll \_\_\_\_\_ (**wrócę do tego tematu**) after lunch.

7. David: Let's make sure we \_\_\_\_\_ (**rozumiemy się dobrze/zgadzamy się**) before the client call.

Jenna: Good idea.

8. Eli: We all have a lot to do, so please try to \_\_\_\_\_ (**robić swoją część pracy**) like everyone else.

Chris: Got it.

# Role Play Prompts

Imagine you have these conversations. Respond naturally using relevant workplace slang or expressions we've practiced (e.g., touch base, circle back, in the loop, etc).

1. A: I'll be in meetings most of the morning, but we need to check on the report status.

B:

2. I've been waiting for feedback from the marketing team since Monday.

B:

3. There are five different projects on my plate this week.

B:

4. A: I didn't get that presentation finished in time for the client.

B:

5. A: Let's make sure we agree on the key points before we walk into the meeting.

B:

6. A: We brought up the bonus plan in the last meeting, and there was a lot of resistance.

B:

7. A: The discussion on timelines is getting really detailed and off track.

B:

8. A: We're getting nowhere with this. Let's drop the topic for now.

B:

9. A: We need someone to organize and manage this project from the start.

B:

10. I'll have Ben work on this, but if anything changes...

B:



# Speaking & Vocabulary in Use

Finish the statement with your own idea. Be ready to elaborate and discuss it in a group or breakout rooms.

1. In most teams, it's important to **touch base** regularly in order to...

2. Managers should **keep** all team members **in the loop** so that...

3. A person might say they don't **have the bandwidth** when...

4. When someone **drops the ball** on a task, the result is often...

5. It's useful when someone **takes the lead** in situations where...

6. A team might decide to **circle back** to a topic when...

7. Being **on the same page** helps teams to...

8. When everyone **pulls their weight**, the team is more likely to...