NEW BUSINESS ENGLISH 6

Lesson 8
Teamwork

LEARNING GOALS

- Facilitating Teamwork
- Putting aside an Issue

Warm-up

◆ **How would you handle interruptions in a meeting?**
◆ **How would you make a meeting productive?**

The stand-up meeting continues. It's Sam's turn to report his work and concerns. Copper, the team leader, encourages collaboration or teamwork.

Situational Dialogue

Copper: Next, let's move on to the next member. Sam, now it's your turn.

Sam: Well, I've finished the draft version of the questionnaire. But I'm not sure whether any key issues are missing since it's the first time I have worked on it. Would anyone be able to help me do some proofreading?

Copper: I see. Why don't you reach out to Linda? She is an expert in **market surveys**.

Sam: Linda, are you available? Could you please spare me some time?

Linda: No problem. I'm willing to help. Let's **put it aside** for now and get down to the **specifics** after the meeting.

Sam: Thanks a lot, Linda!

Role-play

Copper: Next, let's move on to the next member. Sam, now it's your turn.

Sam: Well, I've finished the draft version of the questionnaire. But I'm not sure whether any key issues are missing since it's the first time I have worked on it. Would anyone be able to help me do some proofreading?

Copper: I see. Why don't you reach out to Linda? She is an expert in market surveys.

Sam: Linda, are you available? Could you please spare me some time?

Linda: No problem. I'm willing to help. Let's put it aside for now and get down to the specifics after the meeting.

Sam: Thanks a lot, Linda!

⠿ **Facilitating Teamwork**

> - If you need some help, I'd suggest + verb …
> - Why don't you work with + noun + on + noun?
> - I think you should + verb + about + noun …
> - It might be a good idea to + verb …

Example Sentences:
- If you need some help, I'd suggest reaching out to Frank.
- Why don't you work with Ray and Dana on the design?
- I think you should talk to Sara about working together on the website.
- It might be a good idea to get some input from the marketing team on that.

⠴ **Putting aside an Issue**

> - I think it's best to leave …
> - … is important, but let's put it aside.
> - Maybe you can … after our meeting.
> - I'd like to leave … aside for now.

Example Sentences:
- I think it's best to leave that issue as is for the present.
- The timeline is important, but let's put it aside for now and focus on updates.
- Maybe you can discuss those issues with Anne after our meeting.
- I'd like to leave those kinds of problems aside for now.

Oral Practice

Scenario:

You are facilitating a stand-up meeting with your team members. Ask a team member to give an update and sidebar an issue to finish the meeting early. Use the learned expressions in facilitating teamwork and putting aside some issues.

.:: **Key expressions used in facilitating teamwork:**

- *If you need some help, I'd suggest + verb …*
- *Why don't you work with + noun + on + noun?*

.:: **Key expressions used in sidebarring an issue:**

- *I think it's best to leave + noun + after the meeting.*
- *The timeline is important, but let's sidebar + noun.*

Overview

Keywords and expressions:

market survey/ put aside/ specifics

Facilitating Teamwork:
- *If you need some help, I'd suggest + verb …*
- *Why don't you work with + noun + on + noun?*
- *It might be a good idea to + verb …*

Putting aside an Issue:
- *I think it's best to leave + noun + after the meeting.*
- *… is important, but let's put it aside.*
- *Maybe you can … after our meeting.*
- *I'd like to leave … aside for now.*

Made by Tessa
Proofread by Garcia