

A background image showing a business meeting. Two people are seated at a wooden table. One person is holding a pen and looking at a laptop screen displaying charts and graphs. The other person is holding a pen and looking at a smartphone. A coffee cup is on the table. The image is overlaid with a teal and dark blue geometric design.

NEW BUSINESS ENGLISH 6

Lesson 8 Teamwork



LEARNING GOAL

- ◆ 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.

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

Do a role play and answer the questions.

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.*

∴ Minimize Meeting Interruptions



- 1. Would you agree that too many meetings are a waste of time? Why or why not?*
- 2. How would you effectively make use of your time in between meetings?*

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*

