Work Style and Teamwork Vocabulary

B2 · Vocabulary · WORKSHEET

Name: _____ Date: _____

1. Choose the best answer.

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1. To do your fair share is to…
   Choices: pull your weight / take the lead / clash

   Answer: _____

2. To give tasks to other people is to…
   Choices: delegate / collaborate / resign

   Answer: _____

3. To inform someone about progress is to…
   Choices: keep them in the loop / make them clash / take the lead

   Answer: _____

4. To reach a consensus is to…
   Choices: agree as a group / argue / leave the team

   Answer: _____

2. Complete the sentence.

Write one or two words.

1. Everyone in the team has to pull their ___ .

2. A good manager knows how to ___ tasks.

3. Please keep me in the ___ about the project.

4. The two designers often ___ over ideas.

3. Your turn.

Write your own answers.

1. Describe how a good team works.

3. Your turn. (continued)

2. Describe a problem in a team.

3. Say what you do in a team.