

Unit 1

Report an activity





Motivating

Warming-up



X-Tech is a multinational company with employees from various cultures. It has recently opened a new branch in China. Cathy Zhu, an assistant manager of the Administration Department, has been asked to organise a team building workshop in order to improve communication and co-operation among the department staff. After the workshop, Cathy needs to deliver an oral report to all department managers for their reference.

Trying-out

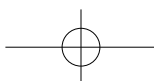
Cathy needs to prepare for the oral report. Imagine you are Cathy. How will you arrange the content and structure of the report?

Task Discuss the question with your partner and write down your ideas.

Taking aim

After learning this unit, you will be able to:

- list the words and expressions concerning team building
- note down the specific information about an activity
- describe the structure of an activity report
- list three key points about team building
- deliver an oral report about an activity





Inputting

Listening



Cathy has invited Robert Lee from UCreation, a company which specialises in organising team building events, to run this team building workshop. At the workshop, she listens to Robert's opening speech and participates in the workshop's first activity.

Task 1 Listen to the opening speech and fill in the blanks.

- 1 The workshop is held in a(n) _____.
- 2 Over the weekend, they'll have the opportunity to _____ their co-workers better.
- 3 It's hoped that they can learn to _____ based on everyone's strengths and weaknesses.
- 4 At first, they are going to have an icebreaker to _____.
- 5 Besides the icebreaker, the workshop also includes a balloon game, _____ and a personality test.

Task 2 Listen to the speech again and put the following steps in order.

- 1 looking at the people at the table with you
- 2 finding something in common with each other
- 3 seeing who can find the most new friends in the least amount of time
- 4 moving on
- 5 talking with them





Language Points

New Words

co-worker /ˌkəʊˈwɜːkə/ *n.* 同事; 合作者

weakness /ˈwiːkniːs/ *n.* 弱点; 缺点

icebreaker /ˈaɪs,breɪkə/ *n.* 破冰活动

Phrases & Expressions

be made up of 由……组成

in common with 与……一样

Cultural Point

“Ready, steady, go!”: “Ready, steady, go!” is a phrase often used at the beginning of a race to indicate when the competitors can start. It was first heard in the UK during the 1960s, as a British pop music TV programme named *Ready, steady, go!* or *RSG* was quite popular then.

Business Point

team building: Team building is the process of creating a team that works together towards a common goal. For this, many companies usually organise a series of planned events. These team building events are often fun and motivational, aiming at improving skills like communication, planning and problem-solving.





Reading



After the workshop, Cathy gets a passage contributed to the newsletter of the company. The passage describes an activity of that day and tells what the author has learned from the experience.

Work together and share more

- 1 Last weekend, all my colleagues came together for a team building event. The team leader brought us into a cafeteria, where all the tables and chairs had been put away. Placed around the room were hundreds of balloons of different colours. In the centre of the room was a big box of balloons that had not been blown up yet. Everyone was excited, but no one was sure what it was all about.
- 2 The team leader first asked each person to pick a balloon, blow it up and write our own name on it. We were instructed to be careful because we would be out of the game if the balloon popped. About 30 of us completed the task and were then asked to leave the balloons and exit the room.
- 3 Five minutes later, the leader brought us back and announced that our next challenge was to find the balloon that we had left behind with our own name on it, among the hundreds of other balloons in the large cafeteria. He warned us again against popping any of the balloons. After 15 minutes, not one single person was able to find their balloon.
- 4 The leader finally told us to find any balloon in the room with a name on it and give it to the right person. Within a couple of minutes, everyone had a balloon with their own name!
- 5 Oftentimes we create obstacles that get in the way of teamwork by solely focusing on our own pursuit and goals. We keep information to ourselves, avoid collaboration and hold others at a distance. What I have learned from this experience is that we are much more efficient when we are willing to share with each other, and we are better problem-solvers when we are working together, not individually.



Language Points

New Words

cafeteria /ˌkæfə'tɪəriə/ *n.* 自助餐厅; 食堂

pop /pɒp/ *v.* (使) 啪的一声爆裂

oftentimes /'ɒftəntaɪmz/ *ad.* 经常; 时常

solely /'səʊl-li/ *ad.* 唯一地; 仅仅

pursuit /pə'sju:t/ *n.* 追求

collaboration /kə,læbə'reɪʃən/ *n.* 合作; 协作

efficient /'ɪfɪʃənt/ *a.* 有效率的; 高效能的

Phrases & Expressions

put away 把……收起来 (放回原处)

leave behind 留下; 忘记带走

warn (sb) against sth 告诫 (某人) 不要做某事

get in the way of 妨碍; 阻碍

keep... to oneself 对某事保密; 守口如瓶

at a distance 在远处; 隔一段距离

Cultural Point

teamwork: Teamwork is part of a work culture that values collaboration. Rather than encouraging competition, teamwork creates opportunities for employees to work together and use all available resources and skills to reach business goals.

Business Point

newsletter: A newsletter is a periodical publication containing news and announcements, which is published by clubs, societies, associations, and companies—to provide information for members, customers or employees.





Content

Task 1 Read the passage and match each paragraph with its main idea.

- | | | |
|---|--------|---|
| 1 | Para 1 | A. managing to complete the game task |
| 2 | Para 2 | B. having learned something from the event |
| 3 | Para 3 | C. doing some preparatory work for a game |
| 4 | Para 4 | D. getting together for a team building event |
| 5 | Para 5 | E. trying to complete the game task but failing |

Task 2 Read the passage again and choose the best answer.

- 1 What is the passage mainly about?
 - A. A team building event.
 - B. Steps to organise a game.
 - C. Some obstacles in team building.
 - D. Ways to avoid popping a balloon.

- 2 How did everyone feel before the game began?
 - A. Excited.
 - B. Surprised.
 - C. Nervous.
 - D. Confident.

- 3 What was the goal of this team building game?
 - A. To blow up a balloon.
 - B. To write others' names on balloons.
 - C. To learn how to avoid popping a balloon.
 - D. To find the balloon with the participant's own name.

- 4 How many times did the participants try to reach the goal of the activity?
 - A. Once.
 - B. Twice.
 - C. Three times.
 - D. Four times.

- 5 What did the author learn from this experience?
 - A. Working individually is more efficient.
 - B. Sharing with each other can better solve problems.
 - C. Keeping information to oneself is better than sharing it.
 - D. Focusing on one's own pursuit and goals is acceptable.



Form

Task 1 Fill in the blanks with the correct form of the words given in brackets.

- 1 Kenny has decided to _____ (pursuit) a career in advertising.
- 2 They had _____ (pop) all the balloons before the party started.
- 3 The worker oils the machine to operate it more _____ (efficient).
- 4 We have _____ (collaboration) closely with the university on this project.
- 5 His _____ (solely) objective is to win a gold medal at the Olympic Games.

Task 2 Choose from the phrases in the box to complete the sentences. Change the form if necessary.

at a distance get in the way of keep... to oneself leave behind put away

- 1 She _____ her dream _____ and never shared it with anyone.
- 2 I was always able to _____ the concerns of the office when I got back home.
- 3 Use a large box to gather all the items that should be _____.
- 4 Don't let your emotions _____ your job.
- 5 It doesn't look like anything special _____, but when you get closer, it's quite attractive.

Task 3 Rewrite the following sentences after the models.

Model 1

The team leader brought us into a cafeteria. All the tables and chairs in the cafeteria had been put away.

—The team leader brought us into a cafeteria, *where* all the tables and chairs had been put away.

- 1 The old man decided to go back to Kunming. He had worked there for 20 years.

- 2 People are talking about the newly opened market. They can get all they need in that market.

Model 2

Hundreds of balloons of different colours were placed around the room.

—*Placed around the room* were hundreds of balloons of different colours.

- 1 All the department managers and all the employees are present at the meeting today.

- 2 The days are gone when physical strength was all that people needed to make a living.



Structuring



After Cathy has got the details of the report, she needs to learn how to organise her report in a logical order. She has got an explanation of how to write an oral report and a sample for reference.

Explanation

An oral report generally contains three parts: an introduction, a body and a conclusion. The introduction draws the audience's attention and outlines the central idea of the report. The body presents detailed information, or claims and evidence in support of the central idea, such as time, place, participants and process in the case of a team building activity. And the conclusion usually restates the central idea, puts forward suggestions, or raises questions for further discussion.

Sample

Good morning! It's said that all college students suffer from stress and each is stressed in his own way. Today, I'd like to talk about the cause and effect of stress and how to cope with it.

Generally speaking, many things might bring stress to college students and their life might be ruined without timely help from the teacher. Last year, I started working after school to earn some money for covering my increasing expenses. The part-time job cost me much time and tired me out. As a result, I didn't have time and energy to do assignments, which led to a decline in my academic performance. Gradually, I had trouble sleeping, only ate junk food, and stopped hanging out with my friends. Fortunately, I was able to talk with a college counsellor to manage my stress. She suggested that I reduce my working hours, eat healthy food, and do some exercise. I tried my best to follow all the suggestions and my life gradually returned to normal.

To conclude, I'd like to say from my personal experience that, as college students we cannot avoid stress, but we can avoid being ruined by stress with the help of our teachers of course! So, if you feel that you are breaking down, don't forget to ask your teachers for help! Thank you!



Task Read the oral report and analyse how the structure is organised by answering the questions.

Introduction

a. How is the audience's attention drawn?

b. What is the central idea of the report?

Body

a. What is the claim?

b. What is the evidence?

Conclusion

a. How is the central idea restated?

b. What suggestion is made?





Outputting



In “Inputting”, Cathy has got some basic information about the team building workshop: time, place, participants, aim, activities, process and benefits of the balloon-finding activity. She has also learned some words and expressions related to team building, in addition to the structure of an oral report.

Imagine you are Cathy. You are going to deliver an oral report on this workshop at the company’s regular management meeting attended by all department managers. The following steps may help you with the project.

Deliver an oral report on the team building workshop

Step 1 Gather necessary information

Gather information from “Inputting” for the report, such as time, place, participants, aim, activities, process and benefits of the balloon-finding activity.

Step 2 List keywords and expressions

List the keywords and expressions related to team building that you have learned in “Inputting”. These words and expressions might be used in your report.

Step 3 Organise the report

Make an outline of the report by completing the following table with the information you’ve got in Step 1. Organise your report according to the outline. You may refer to “Structuring” for the structure of a complete oral report.



An oral report on the team building workshop	
Introduction (central idea)	
Body (detailed information)	Time:
	Place:
	Participants:
	Aim:
	Activities:
	Process of the balloon-finding activity:
	Benefits and suggestions:
Conclusion (a restatement of the central idea)	

Step 4 Rehearse and speak it up

Practise your report and try to speak clearly and confidently.

Step 5 Revise and reflect

Before formally delivering your report, revise and reflect on your work based on the following questions.

- 1 Have you included enough information in the report?
- 2 Is the structure of your report complete and logical?
- 3 Are you well prepared and confident enough to deliver the report at the meeting?

Extending

Listening



After the team building workshop, Cathy runs into her colleague Mike Smith during teatime. They have a chat about their personal experiences and share their overall impression and favourite parts of the workshop.

Task Listen to the conversation and complete the table.

Name	Overall impression	Favourite part
Mike Smith	<ul style="list-style-type: none">• The team building workshop last weekend was a(n) 1 _____ experience.• A lot of the games were pretty 2 _____.	<ul style="list-style-type: none">• The 4 _____ was his favourite, which could help team members build a strong team.
Cathy Zhu	<ul style="list-style-type: none">• Everyone had a(n) 3 _____ time.	<ul style="list-style-type: none">• The 5 _____ was her favourite, which could help team members have a much better understanding of how they could fit into a team.



Reading

While organising the team building workshop, Cathy realises that culture plays a role in team building. For more effective team building activities in the future, she searches online and finds the following passage.



How to deal with cultural issues in a team

- ① Cultural issues in the workplace have been a hot topic for many years. As workplaces become more diverse, cultural differences can sometimes cause misunderstandings that prevent teams from being as efficient as they could be.
- ② When people work in a team, one of the most common challenges is the language obstacle. Not only can there be a situation in which team members speak different languages, but problems within the team can also occur due to people's misunderstandings of culture-specific terms. Therefore, it is necessary to find a common language that the majority feels comfortable with and use this language as an "official language" in the workplace.
- ③ Building trust is another challenging task within a team, as it takes different amounts of time to build trust in different cultures. For example, in some countries, people often need to build trust on a personal level—discussing family, sports, politics and the like—before they are willing to co-operate. In other countries, people often tend to trust their colleagues and discuss business matters as soon as they are introduced to each other. In order to increase understanding and trust, some companies have every employee fill out a personal introduction that can be shared with other employees. This allows them to get to know each other better. Organising informal gatherings for team members to share their cultural preferences is also a useful way for co-workers to learn more about each other's cultures.
- ④ Every culture has its own feelings about work, leadership and time. It is important to face and respect these differences and be aware of any cultural issues that may be present. Keeping these cultural differences in mind can help build a successful team and proves more productive in the long run.



Task Read the passage and choose the best answer.

- 1 Which of the following statements is not true about cultural differences in a team?
 - A. Cultural differences can be settled automatically.
 - B. Cultural differences may affect team performance.
 - C. Cultural differences can lead to team disagreements.
 - D. Cultural differences are common in diverse workplaces.

- 2 How can the language obstacle be removed in a team?
 - A. By encouraging the use of different languages.
 - B. By asking team members to learn culture-specific terms.
 - C. By requiring all team members to speak only one language.
 - D. By adopting an official language that most team members prefer.

- 3 Which of the following statements is true about building trust?
 - A. It is easy to build trust within a team.
 - B. It takes the same efforts to build trust in different cultures.
 - C. Some people trust others soon after they know each other.
 - D. People who are unwilling to discuss family, sports and politics can't be trusted.

- 4 What can be inferred from Para 3?
 - A. People only co-operate with someone they trust.
 - B. Some colleagues are easier to get along with than others.
 - C. A personal introduction is more useful than informal gatherings.
 - D. Companies expect employees to build trust by getting to know each other better.

- 5 What is the right attitude towards cultural differences in a team?
 - A. To fear and avoid.
 - B. To dislike and change.
 - C. To cheer and encourage.
 - D. To share and understand.



