

# Unit 1

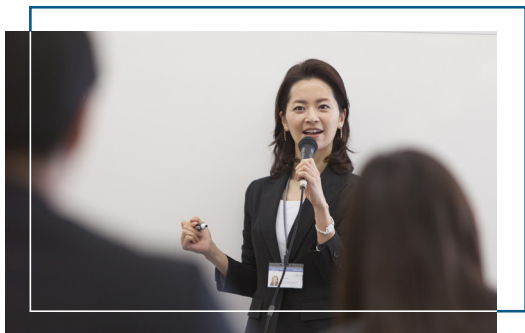
## Report an Activity



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# 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, 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 is supposed to make 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 1** Discuss the question with your partner and write down your ideas.

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## Taking aim

After learning this unit, you will be able to:

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

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# Inputting

## Listening



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

### 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.

- A looking at the people at the table with you
- B finding something in common with each other
- C seeing who can find the most new friends in the least amount of time
- D moving on
- E talking with them



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Report an Activity

## Language Points

### New Words

**co-worker** /ˌkəʊˈwɜːkə/ *n.* 同事; 合作者

**weakness** /ˈwiːknəs/ *n.* 弱点; 缺点

**icebreaker** /ˈaɪsˌbreɪkə/ *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 team members' skills like communication, planning, problem-solving, etc.



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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 writer has learned from the experience.

### Work together and share more

- ❶ 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 with 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.
- ❷ The team leader first asked each person to pick a balloon, blow it up and write our 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.
- ❸ 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 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.
- ❹ 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 our own name!
- ❺ 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** /ˌkæfəˈtɪəriə/ *n.* 自助餐厅; 食堂

**pop** /pɒp/ *v.* (使) 啪的一声爆裂

**oftentimes** /'ɒfəntaɪmz/ *ad.* 经常; 时常

**solely** /'səʊl-li/ *ad.* 唯一地; 仅仅

**pursuit** /pə'sju:t/ *n.* 追求

**collaboration** /kəˌlæbə'reɪʃən/ *n.* 合作; 协作

**efficient** /ɪ'fɪʃənt/ *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... against** 警告; 当心

**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:** 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.

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# Content

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## 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 balloons.
  - 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 writer 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 proper form of the words given in brackets.

- 1 Your demands are always what we \_\_\_\_\_ (pursuit).
- 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 Her dream \_\_\_\_\_ and never shared 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 or 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 with different colours were placed around the room.

—*Placed around the room* were hundreds of balloons with 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.  
\_\_\_\_\_

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After Cathy has got the details of the report, she needs to learn how to organise the report in a logical order. She has got an explanation and a sample of an oral report for her 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, process, etc. in 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 have their stress and each is stressed in his or her own way. Today, I'd like to talk about the cause and effect of stress and how to cope with the stress.

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.

From my personal experience, I'd like to conclude my presentation by saying 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 you are breaking down, don't forget to ask your teachers for help! Thank you!

**Task 1** Read the presentation and analyse how the structure is organised by answering the questions.

**Introduction**

a. How is the audience's attention drawn?

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b. What is the central idea of the report?

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**Body**

a. What is the claim?

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b. What is the evidence?

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**Conclusion**

a. How is the central idea restated?

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b. What suggestion is made?

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# Outputting



In “Inputting”, Cathy has got some basic information about the team building workshop: time, place, participants, aim, activities, benefits and process of the balloon-finding activity. Also, she has 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 make 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.

## Make 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, benefits and process of a typical activity.

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### Step 2 List keywords and expressions

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

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### Step 3 Organise the oral report

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

## Report on the team building workshop

<b>Introduction</b> (central idea)	
<b>Body</b> (detailed information)	Time:
	Place:
	Participants:
	Aim:
	Activities:
	Process of a typical activity:  Benefits and suggestions:
<b>Conclusion</b> (a restatement of the central idea)	

### Step 4 Rehearse and speak it up

Practise your oral report and try to speak clearly and confidently.

### Step 5 Revise and reflect

Before the formal reporting, revise and reflect on your report according to 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 make the oral report at the meeting?

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# Extending

## Listening



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

**Task 1** Listen to the conversation and complete the table.

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

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 also problems within the team can 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 respect and face 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 prove more productive in the long run.



**Task 1 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 the third paragraph?
  - 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.



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