New Literacy English

（第二版）

新素养英语 拓展 模块

素养提升篇（第二版）

新素养英语 拓展模块

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Learning Objectives：

In this unit, you will

◎learn about workplace etiquette to build teamwork;

◎ read about teamwork and team building;

◎ write a memo in English;

◎ expand your vocabulary about teamwork and team spirit;

◎ know about Chinese tea culture and develop translationskills.
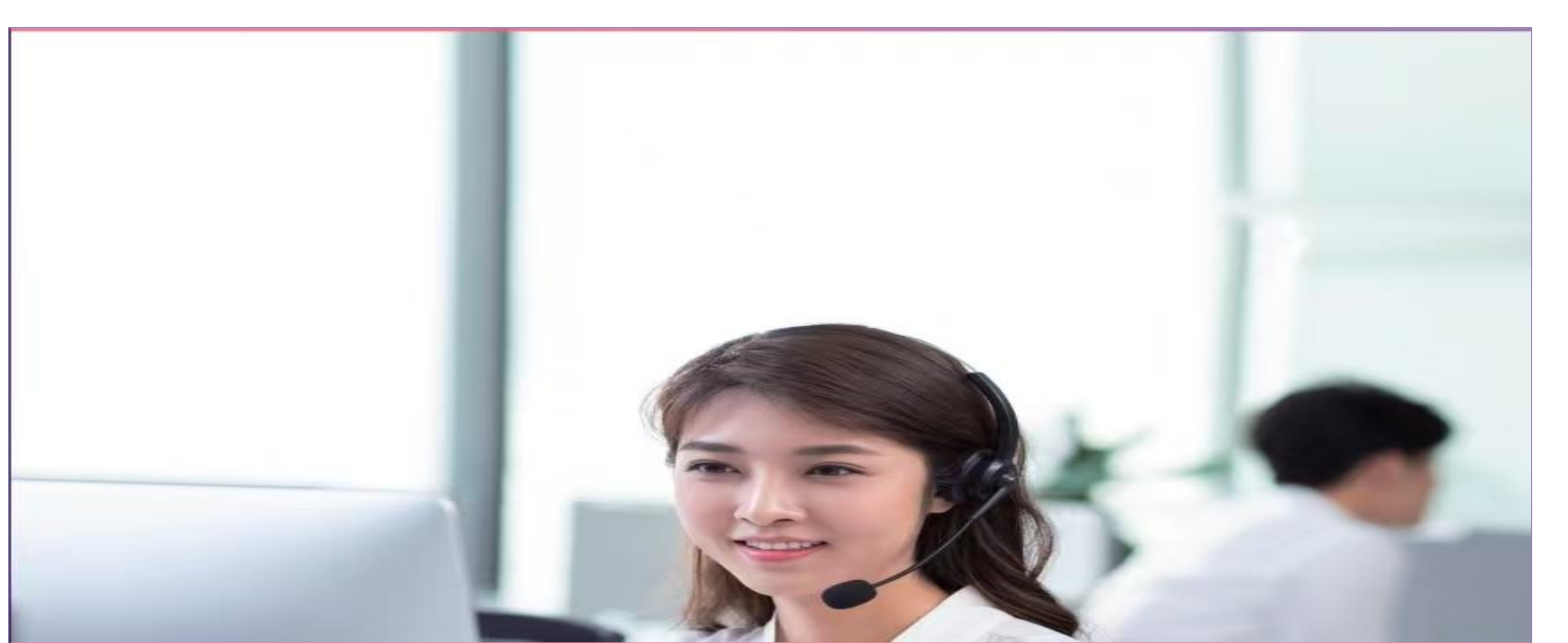
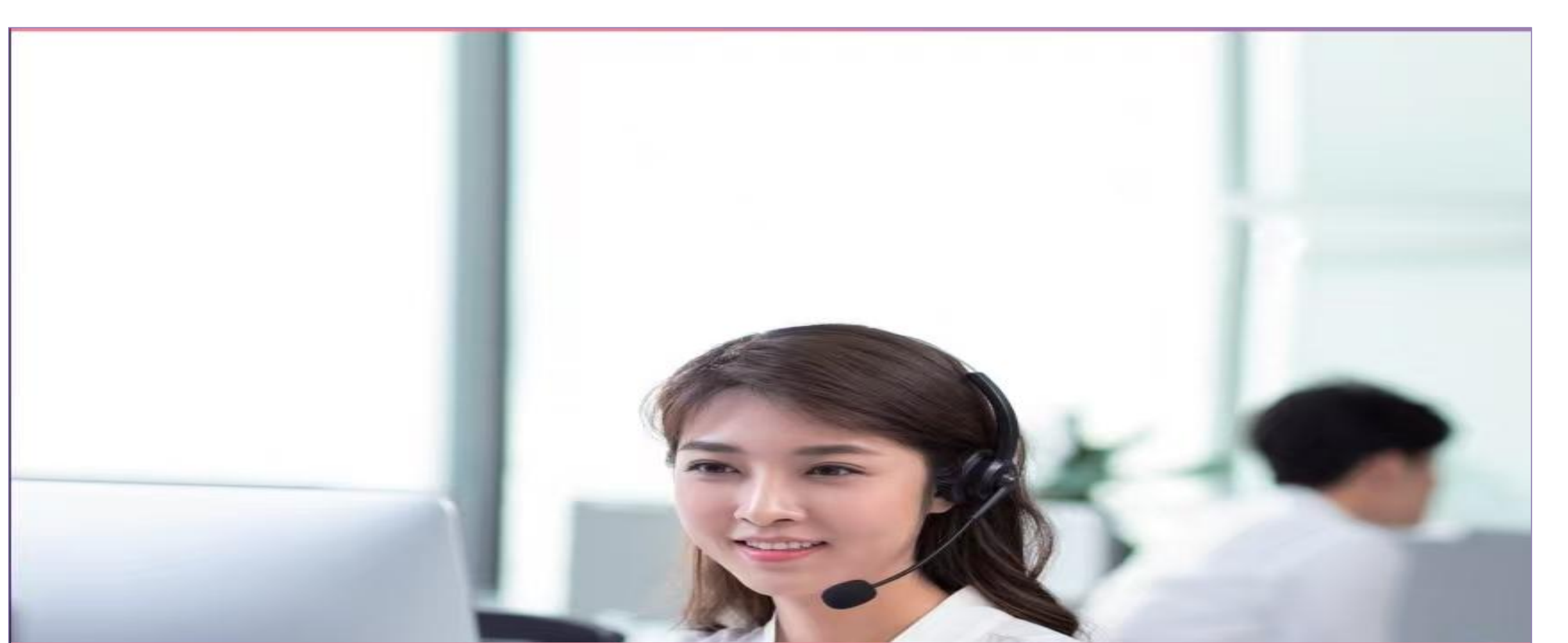## Unit 6 Building an Effective Team

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素养提升篇

01

Introduction

What is team spirit and why is it so important? Team spirit is a sense of trust, respect and optimism that develops in a group, which is the basis for working together productively. Team spirit is crucial to a work environment. Having strong team spirit among colleagues will boost motivation and will enable colleagues to feel they are part of a team. Team spirit can be seen in various fields. Every individual has to work in a team at a certain point. Team members should have an attitude of harmony and cooperation within the organization, and leaders should encourage friendship in their teams to bring out a sense of belonging in their team members.

02 Lead-in

Task ① Do you think good team cooperation is important for a company? Listen to the following passage. Try to understand what benefits can team cooperation bring for a company, and fill in the blanks with the missing words.

Team cooperation encourages employees to work together for the 1._**benefit**_ of the organization. Each employee is 2._**responsible**_ for the success of the team. It reduces the desire of employees to compete against each other, and instead they can focus on working together to 3._**achieve**_ a common goal. Working with a team also 4._**enhances**_ effective communication within employees. As they cooperate, they begin to learn how to communicate with each other and improve their skills of active 5._**listening**_.

Task ② Emma is a new member of the team. She is talking with the team leader Jason about her job. Listen to the conversation and choose the best answer.

1. Emma's first job is __A__.

   A. designing the leaflets

   B. making appointments

   C. drawing pictures

2. Emma majored in __C__.

   A. photography

   B. advertisement design

   C. graphic design

3. Jacob hopes to focus on ___B___.

   A. advertisement design   B. web page design

   C. dealing with clients

4. David is responsible for ___B___.

   A. following up with clients   B. searching for new clients

   C. dealing with old clients

5. ___A___ is the secretary.

   A. Jenny   B. Jason

   C. Dale

Task 3 Good workplace etiquette presents yourself as a professional. Also, it improves work relationships. It shows your team that you care about them, their work, and their value to the team. Read the following tips on workplace etiquette and learn how to make yourself a welcome member of your team.

Workplace Etiquette Tips to Build Teamwork

■ **Greet your colleagues properly.**

Formal greetings like "good morning/afternoon/evening" are an excellent way to both initiate and maintain a positive relationship with co-workers. If familiarity is already established among team members, informal greetings can set up positive working relationships in a team. The use of "hi" and "hello" can put team members more at ease with each other, and set the foundation for social awareness.

■ **Pay attention to your nonverbal communication.**

Have good eye contact to show you are listening. Look at the upper part of the face — the eye and brow area. This shows you are attentive. Avoid crossing your arms over your chest as this can indicate you are not approachable.

- **Be timely.**

   Be on time for work and meetings. Better yet, be a few minutes early. Punctuality shows your team that you respect them and their time. Complete tasks and projects on time, too; don't let the team down with excuses.

- **Use proper tech etiquette.**

   Don't leave the team hanging. Answer their emails and phone calls in a timely way — by the end of the day if possible, and no later than 24 hours. Using proper grammar and punctuation in departmental emails is just as important as in client emails.

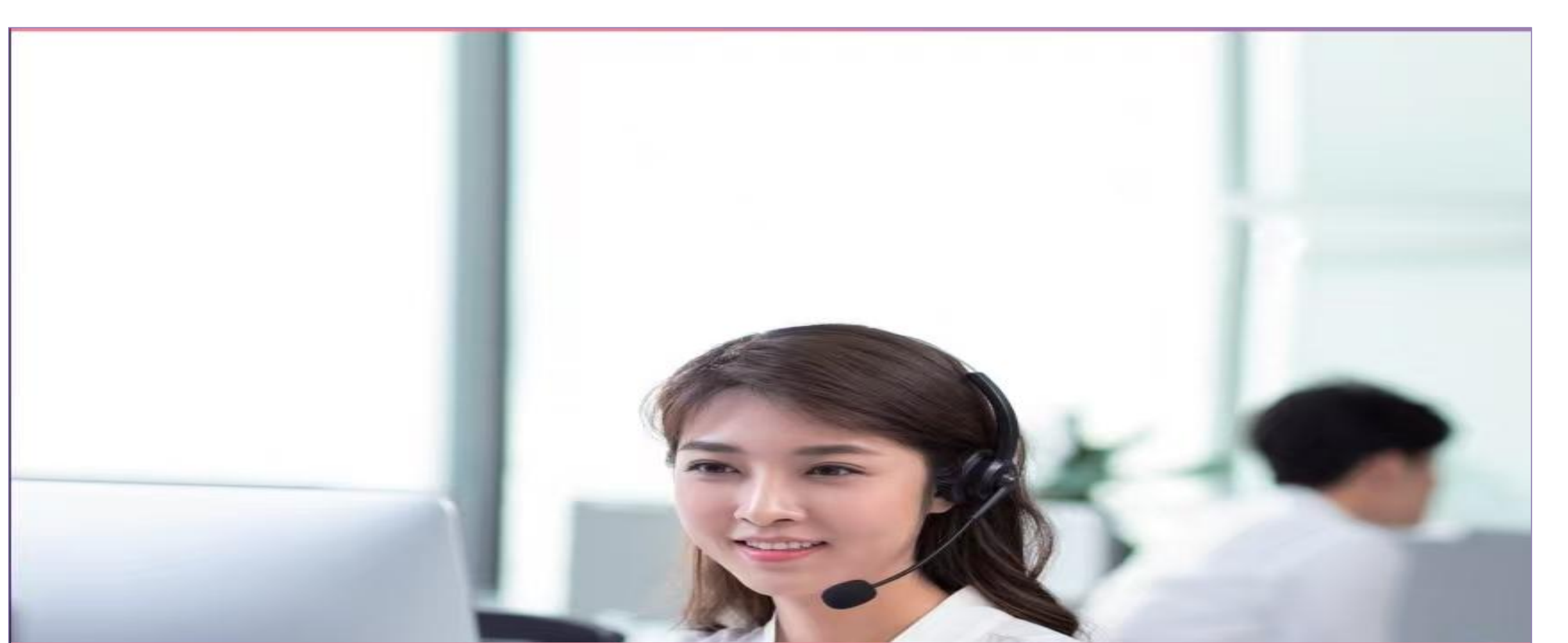- **Contribute value to team meetings.**

   Focus on the meeting, not on side conversations or on your smartphone. Be open to others' ideas and points of view. Let others finish speaking before sharing your thoughts.

■ **Show appreciation.**

Everyone likes to be appreciated. Sincerely verbalize and demonstrate thanks as often as possible. Do this both publicly — when appropriate — and privately. If your boss congratulates you on a job well done and you had help from your team members, be sure to tell your boss so they can receive credit, too. They'll be more likely to rally around you on the next big project.

03 Reading

Passage 1 | Building a Successful Team

Good teamwork is essential to success. Good organizations need teams that are performing effectively and can communicate clearly. As a manager or team leader, you can contribute to the company by cultivating a good team and encouraging cooperation.

Effective communication is the key to successful teams. Good teams encourage team members to share ideas, consider solutions and solve problems together. Open and respectful communication in the workplace can improve a team's performance.

Good teamwork is usually most possible in respectful environments. When people feel accepted for their age, cultural background, job title, ideas or lifestyle, they can be more willing to share their ideas and participate in discussions. Maintaining a respectful work environment can help encourage positive and open communication.

译文

Good teams benefit individual members by offering added support and opportunities for personal development. Take a look at the following list and find out how to encourage good teamwork in the workplace:

- Communicate regularly, effectively and honestly.
- Value everyone's opinions and suggestions.
- Give everyone the chance to express themselves when making decisions.
- Be ready to help your colleagues professionally.
- Avoid being negative.
- Stay positive and motivate others to be positive.
- Spread enthusiasm.
- Encourage your colleagues and praise them when they do well.

译文

- Try to be respectful of everyone at all times.

- Organize team building activities to promote team spirit.

- Let your personality shine.

- Be humorous (just make sure it's suitable in the workplace).

译文

Language points:

1. be essential to 对……是必不可少的

e.g.:

Good communication is essential to a successful team.

良好的沟通对成功的团队是必不可少的。

常见搭配:

be essential to success

be essential to the process

be essential to growth

Language points:

2. participate 参与，参加

e.g.:

She actively participates in community events.

她积极参与社区活动。

常见搭配:

participate in

actively participate

encourage to participate

Language points:

3. professionally 专业地，职业上

e.g.:

He handled the situation very professionally.

他非常专业地处理了这种情况。

常见搭配:

act professionally

dress professionally

communicate professionally

Language points:

4. motivate　激励，激发

e.g.：

The coach's speech motivated the team to win.

教练的演讲激励了团队去赢得比赛。

常见搭配：

motivate someone to do something

highly motivated

self-motivated

Language points:

5. shine 发光，出色

e.g.:

The stars shine brightly in the night sky. 星星在夜空中闪闪发光。

She really shines in her new role. 她在新角色中表现出色。

常见搭配:

shine brightly

shine in

let your personality shine

译文：

建立成功的团队

良好的团队合作对于成功至关重要。优秀的组织需要能够高效运作并清晰沟通的团队。作为经理或团队领导，你可以通过培养良好的团队和鼓励合作来为公司做出贡献。

有效的沟通是成功团队的关键。优秀的团队鼓励团队成员分享想法、考虑解决方案并共同解决问题。工作场所中开放和尊重的沟通可以提高团队的绩效。

良好的团队合作通常在尊重的环境中最为可能。当人们因为他们的年龄、文化背景、职位、想法或生活方式而感到被接受时，他们更愿意分享自己的想法并参与讨论。保持一个尊重的工作环境有助于鼓励积极和开放的沟通。

优秀的团队通过提供额外的支持和个人发展的机会使每个成员受益。看看以下列表，了解如何在工作中鼓励良好的团队合作：

●定期、有效且诚实地沟通。

●重视每个人的意见和建议。

●在决策时给予每个人表达自己的机会。

●随时准备在专业上帮助同事。

●避免消极态度。

●保持积极并激励他人保持积极。

●传播热情。

●鼓励同事并在他们表现出色时给予表扬。

●始终尊重每个人。

●组织团队建设活动以促进团队精神。

●让你的个性闪耀。

●保持幽默感（确保适合工作场所）。

Comprehension

Task 1 Choose the best answer for each statement or question below.

1. A team leader should try to ____B____ and make contributions to the company.

   A. cultivate high-performing individuals

   B. build an effective team

   C. develop good products

   D. cultivate a good organization

2. In good teams, members are encouraged to ____A____ .

   A. exchange opinions and discuss issues together

   B. solve problems by themselves

C. compete against each other

D. complete their tasks successfully on their own

3. People would participate in discussions more willingly __C_____.

A. when they work with a respectable leader

B. when they have the same cultural background and lifestyle

C. when they have a respectful work environment

D. when they are accepted as members of the team

4. Which of the following statements is NOT correct according to the passage?__D_____

A. The leader should help the team to stay away from negative attitudes.

B. Team members should be praised when they do well.

C. Team building activities can help promote team spirit.

D. Making jokes is always suitable in the workplace.

5. The passage aims to ____A____.

   A. provide tips on how to build a successful team

   B. state the importance of teamwork

   C. describe what kind of team is suitable for people to develop

   D. state the importance of communication to teamwork

Vocabulary

Task ② Choose the best answer for each sentence.

1. A ___C___ is a person that you work with, especially in a profession or a business.

   A. master   B. leader

   C. colleague   D. member

2. Don't think too much about the ___C___ things.

   A. effective   B. positive

   C. negative   D. respective

3. Cooperative activities are ___A___ to effective community work.

   A. essential   B. respectful

   C. promote   D. value

4. On the social level, improvement in the quality of life can **A** _____ greatly to social harmony.

A. contribute   B. promote

C. encourage   D. support

5. We would like to see closer **D** _____ between parents and schools.

A. motivation   B. enthusiasm

C. performance   D. cooperation

6. He dealt with the problem in a highly **B** _____ way.

A. personal   B. professional

C. negative   D. possible

7. How do you ___**D**___ people to work hard and efficiently?

   A. promote   B. praise

   C. benefit   D. motivate

8. The two countries have always ___**A**___ close relations.

   A. maintained   B. supported

   C. organized   D. motivated

Task 3 Match the items in English to the Chinese equivalents.

job title ❶ ⓐ 有效沟通

effective communication ❷ ⓑ 团建活动

team spirit ❸ ⓒ 文化背景

high-performing team ❹ ⓓ 开放式交流

work environment ❺ ⓔ 团队精神

personal development ❻ ⓕ 高绩效团队

team member ❼ ⓖ 工作职位

open communication ❽ ⓗ 团队成员

cultural background ❾ ⓘ 个人发展

team building activity ❿ ⓙ 工作环境

Translation

Task 4 Choose the best Chinese versions.

1. Good organizations need teams that are high-performing and can communicate clearly. **B**

   A. 好的组织需要团队高效且能沟通清晰。

   B. 优秀的组织需要高绩效且能够清晰沟通的团队。

   C. 优秀的组织需要高绩效团队能够清晰沟通。

2. As a manager or team leader, you can contribute to the company by cultivating a good team and encouraging cooperation. **C**

   A. 作为经理或团队领导者，你可以贡献给公司培养良好的团队和鼓励合作。

   B. 作为经理或团队领导者，你可以为公司做出贡献，培养良好的团队和鼓励合作。

   C. 作为经理或团队领导者，你可以通过培养良好的团队和鼓励合作来为公司做出贡献。

3. Open and respectful communication in the workplace can improve a team's performance.

B

   A. 在工作地点进行开放和尊重的沟通能提高团队的表现。

   B. 工作场所中开放和相互尊重的沟通可以提高团队的绩效。

   C. 开放和尊重的沟通在工作地点可以提高团队的绩效。

4. When people feel accepted for their age, cultural background, job title, ideas or lifestyle, they can be more willing to share their ideas and participate in discussions.

A

   A. 当人们觉得自己的年龄、文化背景、工作职位、想法或生活方式被接受时，他们会更愿意分享自己的想法并参与讨论。

   B. 当人们对自己的年龄、文化背景、职位、想法或生活方式感到被接受时，他们可以更愿意分享自己的想法并参与讨论。

   C. 当人们感到因为自己的年龄、文化背景、职称、想法或生活方式而被接受时，他们能够更愿意分享自己的想法和参与讨论。

5. Good teams benefit individual members by offering added support and opportunities for personal development.

C

A. 好的团队使个人成员受益，通过提供额外的支持和机会给个人发展。

B. 优秀的团队为个人成员提供利益，为个人发展提供额外的支持和机会。

C. 优秀的团队通过为个人发展提供额外的支持和机会，使个人成员受益。

Passage 2 New Employee Training

Developing teamwork should start as soon as the new employee walks through the door. According to Lauren McAdams, career advisor and hiring manager at ResumeCompanion.com, the most successful method for creating excellent relations within a team is bringing a sense of teamwork early on in the new employee training process.

"While we do experiment with different team-building measures, there are three that have become common practice:

First, during new employee training, we require new employees to learn from an experienced 'coach', whose task is to provide guidance and help the new guys to get involved with the group. The next step is to assign the new employees to learn from other members so they can have more

译文

than one 'coach'.

Next, when we begin a new project, I personally assign mini-teams to handle those projects. These smaller units often include employees who haven't had a chance to work together. In this way, new hires get an opportunity to work and develop relationships with everyone they cooperate with.

And finally, leadership rotates on these projects so different people have a chance to test their leadership skills. Also, since project teams always have different people on them, everyone in the company gets to know each other at some point by working together. This level of cooperation resulted in very strong teamwork at our company."

译文

Language points:

1. Resume Companion　简历伙伴或简历助手

e.g.:

Resume Companion offers tools and tips for creating professional resumes.

（Resume Companion 提供创建专业简历的工具和技巧。）

常见搭配:

use Resume Companion

services from Resume Companion

Language points:

2. get involved with 参与，卷入

e.g.：

She got involved with the community service project.

她参与了社区服务项目。

常见搭配:

get involved with activities

get involved with a group

get involved with a project

Language points:

3. assign 分配，指派

e.g.:

The manager assigned the new project to the team. 经理将新项目分配给了团队。

常见搭配:

assign tasks

assign responsibilities

assign a project

Language points:

4. cooperate　合作，协作

e.g.：

The two companies decided to cooperate on the new initiative.

两家公司决定在新计划上合作。

常见搭配:

cooperate with others

cooperate on a project

willing to cooperate

Language points:

5. rotate   轮换，旋转

e.g.:

The team members rotate the leadership role every month.

团队成员每月轮换领导角色。

常见搭配:

rotate positions

rotate responsibilities

rotate shifts

译文：

新员工培训

培养团队合作应该从新员工踏入公司大门的那一刻开始。根据简历助手网站上的职业顾问和招聘经理劳伦·麦卡达姆斯的说法，在团队中建立良好关系最成功的方法是在新员工培训过程中尽早引入团队合作意识。

"虽然我们尝试了不同的团队建设措施，但有三种已成为常见做法：

首先，在新员工培训期间，我们要求新员工向经验丰富的'教练'学习，教练的任务是提供指导并帮助新人融入团队。下一步是安排新员工向其他成员学习，以便他们能够更好地融入团队。"

译文：

接下来，当我们开始一个新项目时，我会亲自分配小型团队来处理这些项目。这些较小的团队通常包括那些还没有机会一起工作的员工。通过这种方式，新员工有机会与他们合作的每个人一起工作并发展关系。

最后，这些项目中的领导角色会轮换，以便不同的人有机会测试他们的领导能力。此外，由于项目团队中总是有不同的成员，公司中的每个人

最终都会通过合作相互了解。这种合作水平在我们公司中形成了非常强大的团队合作精神。"

Comprehension

Task 1 Complete the answers with no more than three words.

1. When should companies cultivate a sense of teamwork in new employees?

   They should try to develop teamwork during the _new employee training_____ process.

2. What is the task of the experienced "coach" in the first step of the training?

   His/Her task is to _provide guidance_____ and help the new employees to integrate into the group.

3. What is the second step of the training?

   It is assigning the new guys to learn from _other members_____.

4. What is the benefit of building smaller teams and include employees who haven't had a chance to work together?

The new employees can have chances to work and <u>develop relationships with</u> every other colleague.

5. Why do they let everyone on the team to take leadership in turns?

In this way, everyone will have the chance to test <u>their leadership skills</u>.

Vocabulary

Task ② Fill in the blanks with the words given in brackets. Change the form if necessary.

1. School officials say they welcome parental _involvement_ (involve).

2. What are your plans for the _development_ (develop) of your company?

3. The zoo needed better _management_ (manage) rather than more money.

4. A healthy market will help promote job _creation_ (create) in this country.

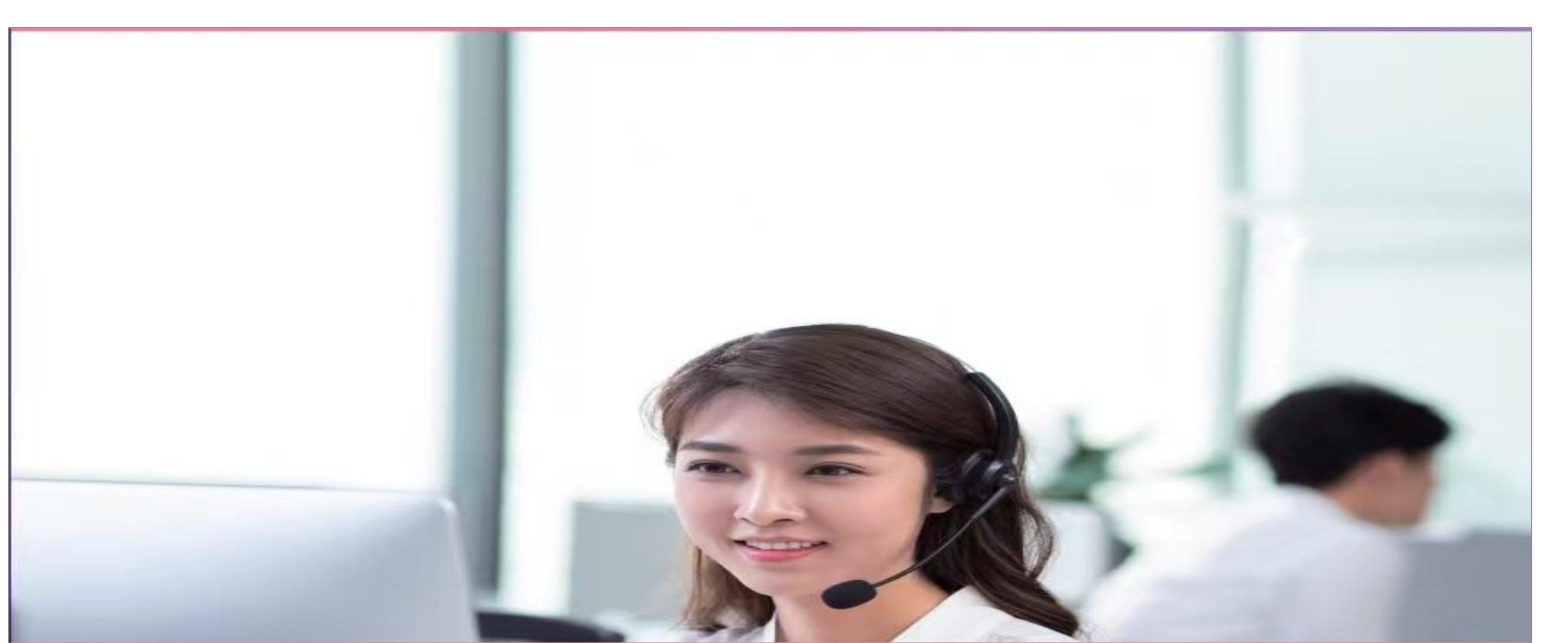5. The company was one of the first to offer meaningful _employment_ (employ) to the blind.

Translation

Task 3 Translate the following paragraph into Chinese.

And finally, leadership rotates on these projects so different people have a chance to test their leadership skills. Also, since project teams always have different people on them, everyone in the company gets to know each other at some point by working together. This level of cooperation resulted in very strong teamwork at our company.

最后，领导层在这些项目中轮换，以便不同的人有机会测试他们的领导技能。此外，由于项目团队总是有不同的人，公司中的每个人都可以通过一起工作在某个时候相互了解。这种程度的合作在我们公司产生了非常强大的团队合作。
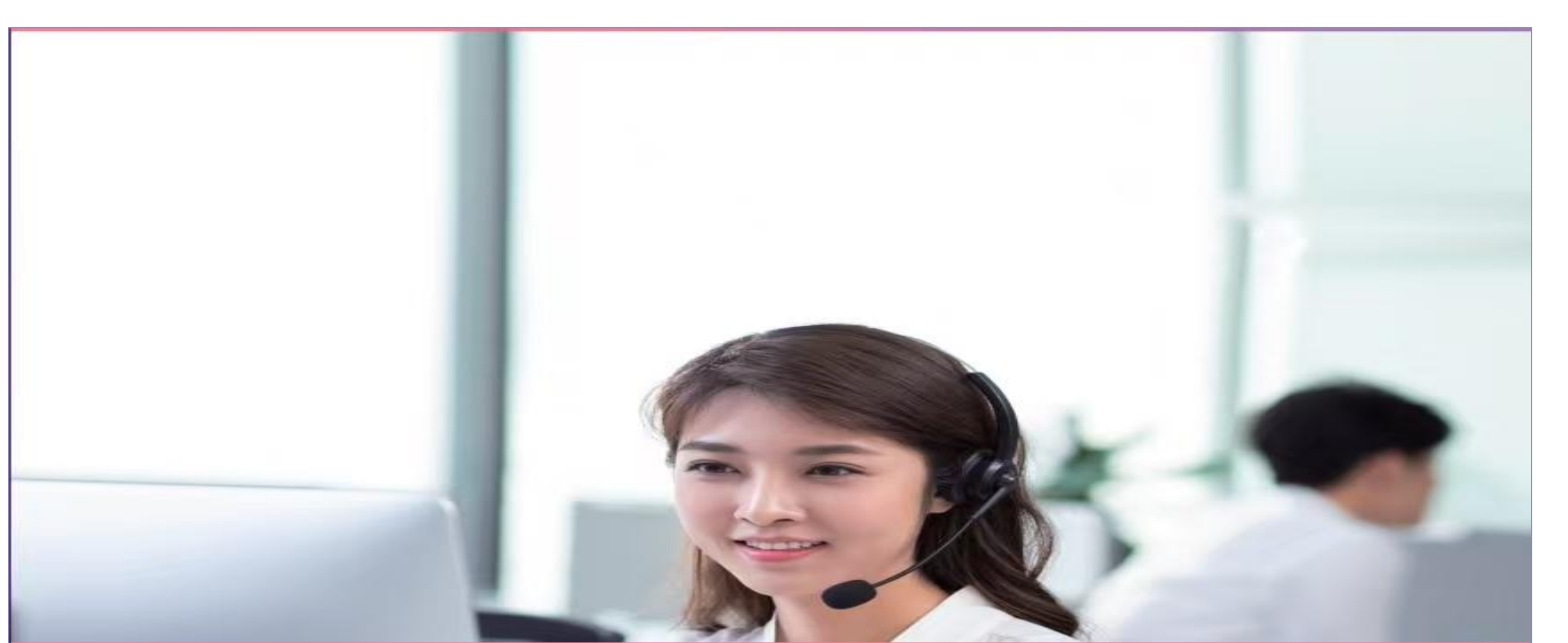
04

Writing

Task Write a memo according to the information given in Chinese.

说明： 假设你是销售经理，请根据以下信息写一份备忘录。

内容： 1. 两周后的周六要举行一次球赛及野餐活动，邀请所有销售员工参加，可以带家属一起来参加活动。

2. 球赛会在上午举行，然后是野餐。野餐的食品及饮料由公司提供，不需要员工自带。

3. 你会为小朋友们准备风筝及球类等玩具，并安排游戏活动。

4. 通知员工要提前一周报名，确定带几位家属参加。

05

Cultural Reading

Chinese Tea Culture

Tea is a healthy drink. Drinking tea offers numerous benefits. It refreshes the mind, clears heat within the human body and helps people lose weight. It has enjoyed a history of thousands of years in China, right back to the ancient Shennong period (some 5,000 years ago), and has played a significant role in Chinese art and society since ancient times.

Chinese Tea Ceremony was called Chadao and was on the record since the Tang Dynasty at 841 AD. Tea was one of the seven basic daily necessities (firewood, rice, oil, salt, soy sauce, vinegar, tea) in ancient China.

In the modern era, Chinese tea culture has become a symbol of etiquette in all aspects of people's lives. Tea drinking is a sign of respect in social life. It is commonly used to greet guests at home or in the workplace to show the host's warm welcome and hospitality. Drinking tea helps to establish good communication between friends or business associates.

Etiquette of Tea-Drinking

- The environment for drinking tea should be quiet, clean, and comfortable, giving people the sense of being at ease.

- The selected tea may vary according to different individuals. For instance, northerners generally like scented tea, but people from regions south of the Yangtze River love green tea, while Cantonese people prefer oolong tea.

- Tea sets can either be beautifully crafted or simple and unadorned.

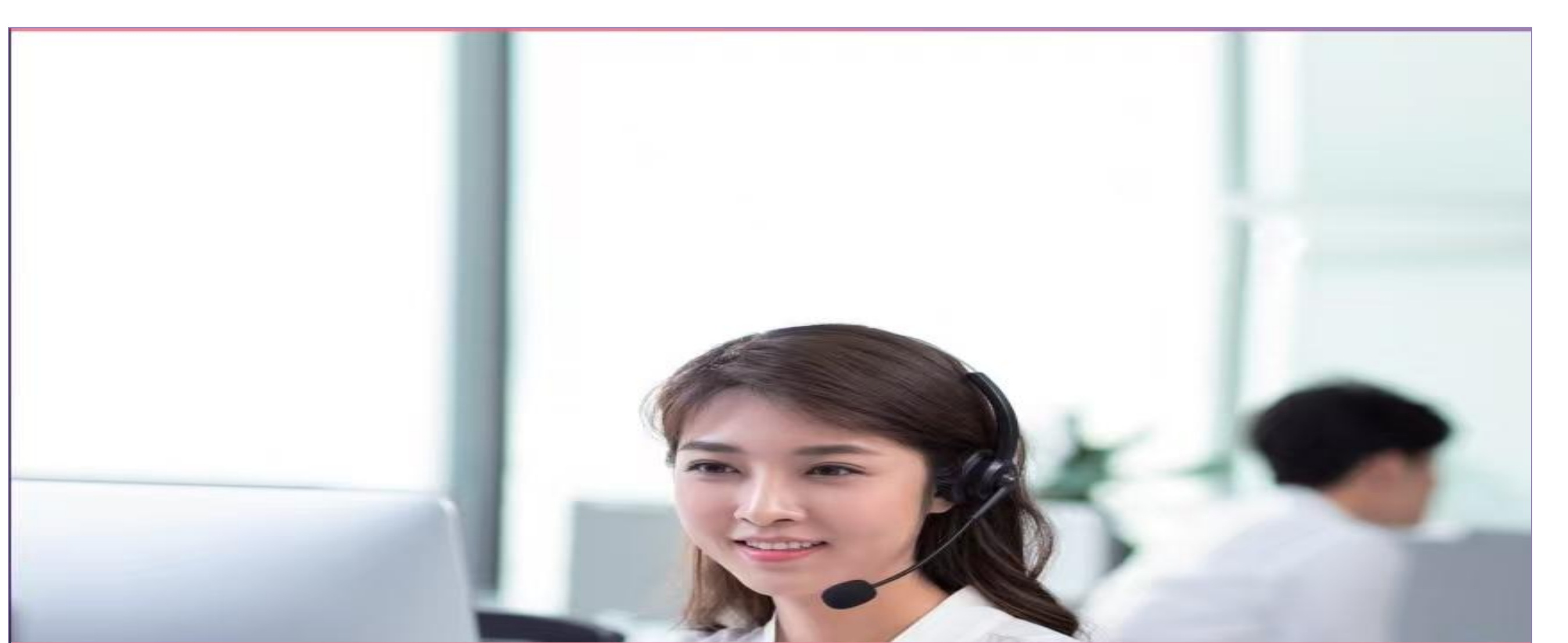- Don't pour the cup too full; 70% full would be fine.

Translation

Translate the third paragraph into Chinese.

在现代，中国茶文化已经成为人们生活各个方面礼仪的象征。喝茶是社会生活中尊重他人的标志。它通常用于在家里或工作场所问候客人，以表示主人的热情欢迎和好客。喝茶有助于在朋友或生意伙伴之间建立良好的沟通。

06

Glossary

Passage 1

essential /ɪˈsenʃl/ *a.* 完全必要的；必不可少的

contribute /kənˈtrɪbjuːt/ *v.* 贡献

cooperation /kəʊˌɒpəˈreɪʃn/ *n.* 合作，协作

solution /səˈluːʃn/ *n.* 解决办法

respectful /rɪˈspektfl/ *a.* 表示敬意的；尊敬的

performance /pəˈfɔːməns/ *n.* 表现，业绩，工作情况

maintain /meɪnˈteɪn/ *v.* 维持，保持

positive /ˈpɒzətɪv/ *a.* 积极乐观的，自信的

individual /ˌɪndɪˈvɪdʒuəl/ *a.* 单独的，个人的

professionally /prəˈfeʃnəli/ *ad.* 在工作上；专业地

negative /ˈnegətɪv/ *a.* 消极的，负面的

motivate /ˈməʊtɪveɪt/ *v.* 激励，激发

enthusiasm /ɪnˈθjuːziæzəm/ *n.* 热情

personality /ˌpɜːsəˈnæləti/ *n.* 性格，个性

humorous /ˈhjuːmərəs/ *a.* 有幽默感的

Passage 2

advisor /ədˈvaɪzə(r)/ *n.* 顾问

hire /ˈhaɪə(r)/ *v.* 聘用，雇佣 *n.* 新雇员，新员工

method /ˈmeθəd/ *n.* 方法，办法

measure /ˈmeʒə(r)/ *n.* 措施

common practice 惯例，习惯做法

coach /kəʊtʃ/ *n.* 教练，辅导师

guidance /ˈgaɪdns/ *n.* 指导，引导

assign /əˈsaɪn/ *v.* 分派，分配

project /ˈprɒdʒekt/ *n.* 项目，计划

handle /ˈhændl/ *v.* 处理，应对

unit /ˈjuːnɪt/ *n.* 班组，小队；单位，单元

rotate /rəʊˈteɪt/ *v.* （人员）轮换，轮值；旋转

THANKS