Unit 3 Review questions for the Upper Intermediate Coursebook

1) In a team, which member is responsible for documenting what is said at meetings?
   a) the facilitator
   b) the timekeeper
   c) the recorder
2) All members in a team must be ________ the team’s goal.
   a) prepared for
   b) committed to
   c) affected by
3) One of the team leader’s responsibilities is...
   a) to monitor the time.
   b) to take notes.
   c) to assign tasks.
4) If instructions are not clear enough, the team ...
   a) mustn’t be efficient.
   b) might be confused.
   c) should be satisfied.
5) Which sentence gives advice about a past situation?
   a) The team could work more efficiently.
   b) The chairman should have set better ground rules.
   c) The team members can’t have respected the deadline.
6) An enthusiastic team must be satisfied with their work' is ...
   a) a positive deduction.
   b) an obligation.
   c) a negative deduction.
7) ‘The team leader should give regular feedback.’
   a) Regular feedback is helpful.
   b) Regular feedback is essential.
   c) Regular feedback is unnecessary.
8) A team works to achieve its ...
   a) resources.
   b) budgets.
   c) missions.
9) To collaborate means ...
   a) to collect information.
   b) to work together.
   c) to co-ordinate activities.
10) In 'individualistic cultures', people ...
    a) enjoy team working.
    b) share information readily.
    c) retain information for themselves.