

Intelligent Business

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.

