

Meeting English — B1

Lesson 7: Collaboration and Teamwork

Name: _____ Date: _____ Score: _____

Vocabulary

Word	Type	Definition	Example
delegate	<i>verb</i>	to give responsibility for a task to another person	She delegated the research task to her assistant.
responsibility	<i>noun</i>	a duty or task that you are in charge of	Each team member has a clear responsibility.
accountability	<i>noun</i>	the obligation to accept responsibility for your actions	Accountability is important in a well-run team.
workload	<i>noun</i>	the amount of work that a person has to do	Please share the workload fairly between all members.
contribution	<i>noun</i>	the part that someone adds to a shared effort	Everyone's contribution is valued here.
coordinate	<i>verb</i>	to organise different activities so they work together efficiently	She coordinates all the project teams.
align	<i>verb</i>	to ensure that plans, goals, or people are working in the same direction	We need to align our priorities before next week.
brief	<i>verb</i>	to give someone essential information about a task or situation	Can you brief the new members before Thursday?
stakeholder	<i>noun</i>	a person or group with an interest in the outcome of a project	We need to update all stakeholders before launch.
milestone	<i>noun</i>	an important point that marks progress in a project	Completing the prototype is a key milestone.

Exercise 1: True or False

Read each statement. Write True or False on the line.

1. A stakeholder is a person with an interest in a project. _____
2. To brief someone means to keep important information secret from them. _____
3. A milestone marks important progress in a project. _____
4. Accountability means accepting no responsibility. _____

5. To delegate means to give a task to someone else. _____
6. Workload refers to the amount of work a person has. _____
7. To align means to move in opposite directions. _____
8. A contribution is what someone adds to a shared effort. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. She _____ the report writing to her team member.
a) briefed **b)** coordinated **c)** delegated **d)** aligned
2. We need to _____ all our priorities before the launch.
a) brief **b)** align **c)** delegate **d)** coordinate
3. Completing the prototype is a key _____ for the project.
a) workload **b)** stakeholder **c)** milestone **d)** contribution
4. Can you _____ all the project teams to avoid overlaps?
a) align **b)** brief **c)** coordinate **d)** delegate
5. We must update all _____ before we go live.
a) milestones **b)** contributions **c)** workloads **d)** stakeholders
6. Can you _____ the new team members before Thursday?
a) delegate **b)** brief **c)** align **d)** coordinate
7. Every team member's _____ is valued and recognised.
a) milestone **b)** stakeholder **c)** workload **d)** contribution
8. Each member has a clear _____ for their part of the project.
a) milestone **b)** stakeholder **c)** responsibility **d)** coordination

Exercise 3: Matching

Match each word or phrase (1–8) with its definition (a–h).

- | | |
|-------------------|--|
| 1. delegate | a. the amount of work a person has |
| 2. responsibility | b. an important point of progress in a project |
| 3. accountability | c. to ensure plans work in the same direction |
| 4. workload | d. the obligation to accept responsibility |
| 5. contribution | e. what someone adds to a shared effort |
| 6. coordinate | f. a duty you are in charge of |
| 7. align | g. to organise activities to work together |
| 8. milestone | h. to give a task to another person |

Exercise 4: Gap Fill

Word bank: align | coordinates | stakeholders | brief | workload | milestone | contribution | delegated

1. She _____ the research task to her assistant.
2. Please _____ the new members before the Thursday meeting.
3. Completing phase one is a key _____ for the team.
4. We must update all _____ before the product launch.
5. She _____ all three project groups to avoid confusion.
6. We need to _____ our goals before the next sprint.
7. Please share the _____ fairly across the whole team.
8. Everyone's _____ is recognised and appreciated.

Exercise 5: Word Order

Put the words in the correct order to make a sentence.

1. the / to / She / delegated / assistant. / her / task
2. align / need / launch. / before / priorities / to / We / our
3. Can / you / brief / members / the / new / before / Thursday?
4. efficiently. / coordinates / She / the / teams / project / all
5. a / milestone. / the / prototype / is / key / Completing
6. all / stakeholders / We / to / before / update / launch. / need
7. share / fairly / Please / members. / between / all / workload / the
8. contribution / team. / in / Everyone's / is / valued / this

Exercise 6: Word Sort

Sort the words into the correct category.

Words: coordinate | align | brief | contribution | responsibility | milestone | stakeholder | accountability | workload | delegate

Nouns

_____	_____	_____	_____	_____	_____
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Verbs

_____	_____	_____	_____
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Exercise 7: Complete the Conversation

Fill in the missing word in each line.

Lee: We need to _____ our goals before the project starts.

Sam: Agreed. Can you _____ the new team members?

Lee: Yes. I will also _____ the research to Anna.

Sam: Good. She can _____ with the design team too.

Lee: Let's share the _____ fairly this time.

Sam: I agree. Everyone's _____ should be recognised.

Lee: We must update all _____ this week.

Sam: And finishing the report is our first _____.

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

1. True
2. False
3. True
4. False
5. True
6. True
7. False
8. True

Exercise 2: Multiple Choice — Answers

1. c) delegated
2. b) align
3. c) milestone
4. c) coordinate
5. d) stakeholders
6. b) brief
7. d) contribution
8. c) responsibility

Exercise 3: Matching — Answers

1. delegate → h) to give a task to another person
2. responsibility → f) a duty you are in charge of
3. accountability → d) the obligation to accept responsibility
4. workload → a) the amount of work a person has
5. contribution → e) what someone adds to a shared effort
6. coordinate → g) to organise activities to work together
7. align → c) to ensure plans work in the same direction
8. milestone → b) an important point of progress in a project

Exercise 4: Gap Fill — Answers

1. delegated
2. brief
3. milestone
4. stakeholders
5. coordinates
6. align
7. workload
8. contribution

Exercise 5: Word Order — Answers

1. She delegated the task to her assistant.

2. We need to align our priorities before launch.
3. Can you brief the new members before Thursday?
4. She coordinates all the project teams efficiently.
5. Completing the prototype is a key milestone.
6. We need to update all stakeholders before launch.
7. Please share the workload fairly between all members.
8. Everyone's contribution is valued in this team.

Exercise 6: Word Sort — Answers

Nouns: responsibility, accountability, workload, contribution, stakeholder, milestone

Verbs: delegate, coordinate, align, brief

Exercise 7: Complete the Conversation — Answers

1. Lee: We need to align our goals before the project starts.
2. Sam: Agreed. Can you brief the new team members?
3. Lee: Yes. I will also delegate the research to Anna.
4. Sam: Good. She can coordinate with the design team too.
5. Lee: Let's share the workload fairly this time.
6. Sam: I agree. Everyone's contribution should be recognised.
7. Lee: We must update all stakeholders this week.
8. Sam: And finishing the report is our first milestone.