

## COMMUNICATION AND COOPERATION

1. How many ways of communicating can you think of? Use Unit 2 of Macmillan's *Principles of Business* textbook to help you identify effective forms of communication.

Method of communicating	Formal or informal?

2. Think about different types of group where you need cooperation: at home, classroom, life etc.

Cooperation means working together towards a common goal. A leader always finds ways to communicate and cooperate in each of the "teams" they are part of, at home, school, in our class and beyond! Tell us about ways you cooperate so that a common goal is met on each of your teams.

Home Team	School or Work Team
Who is part of your team at home? What is one way you cooperate at home?	How do you and your teachers cooperate at school so that everyone learns? Or How do you and your co-workers cooperate at work so that everything functions smoothly?
Class Team	Other Team
What do you think the common goal is that everyone in our class is trying to achieve? How can we cooperate so that we reach our common goal?	What other "team" are you part of at the moment? How do you cooperate with that team?

- Does the method of communicating change depending on the team? If so, why?
- Think about how this applies to different situations in the workplace.
- When would sending an email be better than making a phone call, for example?