

The Language of Teamwork

This handout provides an overview of phrases and language that can be helpful for students to use in teamwork.



Stating Your Opinion

- In my opinion...
- The way I see it...
- If you ask me...

Asking for Opinions

- What are your thoughts on this?
- What do you think?
- Do you agree?

Expressing Agreement

- I agree with you 100 percent.
- That's so true.
- That's for sure.
- You're absolutely right.

Expressing Disagreement

- You have a point, but ...
- I can see why you think that, but what if ...?
- That's not always the case.
- No, I'm not so sure about that.

Interrupting

- Can I add something here?
- Is it okay if I jump in for a second?
- Sorry to interrupt, but...

Leading a Meeting

- Okay, **let's get started** with the first agenda item.
- Does anyone have any ideas about ... ?
- **Are you all in?** Does everyone agree with this decision?
- Okay, we only have about ten minutes left. Let's **keep moving** to the next point.
- I think it's time to **wrap it up**. We'll have to **pick this up again** next week.

Building Relationships

- Before we get started, let's take a few minutes to **catch up**.
- **What's up?** How is everyone doing this week? How are you all feeling about the project?
- Cecilia, I noticed you haven't **spoken up** yet. What do you think?
- Andrew, you seem to be frustrated. Is there anything you think we should do differently?
- It sounds like there are a few different ideas here. Let's **make a compromise** and combine both suggestions.

Motivating Others

- All right, if we want to get everything done on time, **we've got to get on the ball**.
- **If we play our cards right**, we could finish early and be done before Thanksgiving break!
- Okay, I think our best **game plan** is to assign each person one responsibility.
- Lu, would you **be okay with** sending the emails by tomorrow?

Clarifying a Point

- I'm sorry, **I didn't catch that**. Can you repeat the last part again?
- **What was that?** Could you explain that again?

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