

Worksheet 19: Teamwork and Communication Analysis

Use scenarios, claims, examples, and reflection.

Part A: Scenario-Based Responses

1. A team fails a task because two people assumed someone else had the instructions. Identify the communication problem and propose a fix.

2. One teammate is quiet but notices an important safety issue. What should the team leader do to make sure quiet members can contribute?

3. A teammate keeps interrupting others. Write a respectful response that keeps the team focused without insulting them.

4. Explain how a checklist can improve teamwork even when everyone already knows the goal.

Extra workspace / final response:

Part B: Argument Writing

5. Write a short argument agreeing or disagreeing with this claim: "The best teammate is the most talented person." Use at least two reasons.

6. Create a teamwork motto that is specific, not generic. Then explain how a team would actually use it.

7. Write one self-improvement goal for communication and describe how you would measure progress.

Extra workspace / final response:
