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?