

Unit 207 (CHB12) Develop & Maintain Your Effectiveness at Work Activity 4

Team communication

1 Complete the gaps in the passage below. The missing words are shown below.

assistance	colleague	colleagues	communication	confident
explain	help	helping	information	know
polite	politely	professional	reflected	relationships
running	spirit	staff	team	teamwork
telepathic	why			

Good [] between [] builds good [] that will be [] in the smooth [] of the salon.

Unless your colleagues are [] or highly perceptive, they will not necessarily [] that you need []. You should feel [] enough to ask for assistance and when your [] needs [] you can return the favour – this is called []!

If you need help or [] you should ask for it []. Stating [] you need assistance will [] to other members of [] how they are [] you.

Being [] and [] at all times will promote [] [].

2 Now complete the following diagram:

