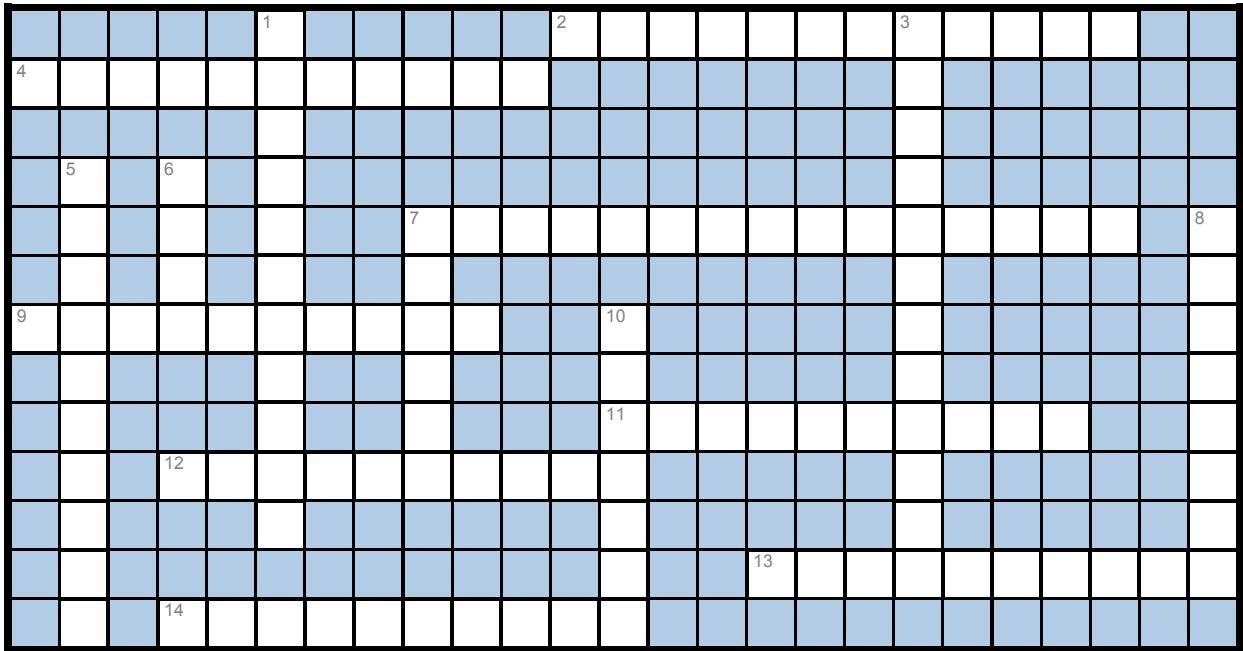


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Chapter 4: Communicating and Working in Teams

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Across

- 2. Teams that come together usually for a social purpose.
- 4. A team member role who helps the team work through each step of completing a task to come up with a solution.
- 7. The way in which a manager or team leader leads employees or team members; there are three basic leadership styles—laissez-faire, democratic (or participatory), and autocratic.
- 9. Teams created for a specific and organized purpose and have an appointed leader and members are chosen based on talents and skills.
- 11. An informal team member role who is positive and influences others to be positive when challenges occur.
- 12. The ability to motivate or guide others.
- 13. Team member responsible for watching the clock to make sure meetings start and end on time.
- 14. A leadership style in which the leader determines policy, procedures, tasks, and responsibility of each team member or employee within the company.

Down

- 1. A formal team whose members are in different locations.
- 3. French for “let do” or “let it be”; the leader using this leadership style allows each group member to complete his/her task without supervision.
- 5. A leadership style in which the leader encourages all members of a group to participate and share ideas equally.
- 6. Two or more people working together to reach a goal.
- 7. People who can motivate and direct others and who can improve a process or situation.
- 8. Team member responsible for creating minutes, which is a written record of the meeting that can be used as reference for progress of completing the task.
- 10. An informal team member role who challenges the team to prove the solution is correct.