

**Fundamentals of Business Communication © 2012**  
**Chapter 4: Communicating and Working in Teams**

**Tools:**

- Printer
- 8.5" x 11" paper
- Scissors

**Directions:**

1. Print
2. Fold paper in half vertically
3. Cut along dashed lines



autocratic

A leadership style in which the leader determines policy, procedures, tasks, and responsibility of each team member or employee within the company.

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01 of 16 E-Flash Cards



democratic

A leadership style in which the leader encourages all members of a group to participate and share ideas equally.

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02 of 16 E-Flash Cards



encourager

An informal team member role who is positive and influences others to be positive when challenges occur.

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03 of 16 E-Flash Cards



facilitator

A team member role who helps the team work through each step of completing a task to come up with a solution.

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04 of 16 E-Flash Cards

formal team

Teams created for a specific and organized purpose and have an appointed leader and members are chosen based on talents and skills.

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05 of 16 E-Flash Cards



informal team

Teams that come together usually for a social purpose.

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06 of 16 E-Flash Cards



laissez-faire

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.

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07 of 16 E-Flash Cards



leader

People who can motivate and direct others and who can improve a process or situation.

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leadership

The ability to motivate or guide others.

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09 of 16 E-Flash Cards



leadership style

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.

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10 of 16 E-Flash Cards



parliamentary procedures

Rules for conducting a meeting, where the majority rules, but the minority is respected.

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11 of 16 E-Flash Cards



recorder

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.

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12 of 16 E-Flash Cards

skeptic

An informal team member role who challenges the team to prove the solution is correct.

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13 of 16 E-Flash Cards



team

Two or more people working together to reach a goal.

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14 of 16 E-Flash Cards



timekeeper

Team member responsible for watching the clock to make sure meetings start and end on time.

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15 of 16 E-Flash Cards



virtual team

A formal team whose members are in different locations.

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16 of 16 E-Flash Cards