

The text is centered and surrounded by five light purple circles. One circle is positioned above the word "what's", another above "it", and a third above "like...". Below the text, there are two more circles on the left and one on the right.

what's it like...  
working in groups at school?



working in groups

skills you can use



**working in groups**

**take these notes down in your  
communications journal**



# group work guidelines

- setup your group
- your group needs to be clearly defined – meeting the criteria set by the activity guideline
- how many people, what mix of skills or personalities would help the group function as a whole
- learn peoples' names



# group work guidelines

- discuss and clarify the goals of the group's work
- agree to work together well – be courteous, friendly and helpful to resolve situations
- determine if any special rules for the group need to be set
- brainstorm
- break up big jobs into smaller pieces
- do a fair division of work



# group work guidelines

- everyone is responsible to participate equally
- recognize that everyone has different skill sets and is capable of contribution
- personality can be challenging
- be professional – respect others



# group work guidelines

- organize what you have to do on a schedule and take on group work roles
- have a recorder that takes notes on what gets done, what is discussed
- have a moderator – someone to make sure everyone contributes their idea and effort



# group work guidelines

- set earlier deadlines – something you don't plan for happens all the time
- never assume everyone understands their share of the job or the big picture
- ask for assistance from the teacher only when the group is unable to problem-solve on its own



# group work guidelines



- if one person is having a hard time, the group should help them resolve the issue not by doing it for them, but giving them pointers
- behave as if everyone is going to mark your involvement and participation



# group work guidelines

- at the beginning of each work period class, decide what you will get accomplished
- think of the steps you'll need to go through to get to the goal



# group work guidelines

- take initiative
- discuss the task together so that everyone understands



# group work guidelines

- give only constructive comments when you want to improve things
- focus and listen to each other
- be reliable and communicate with your group members so they know what you are doing, to do your part

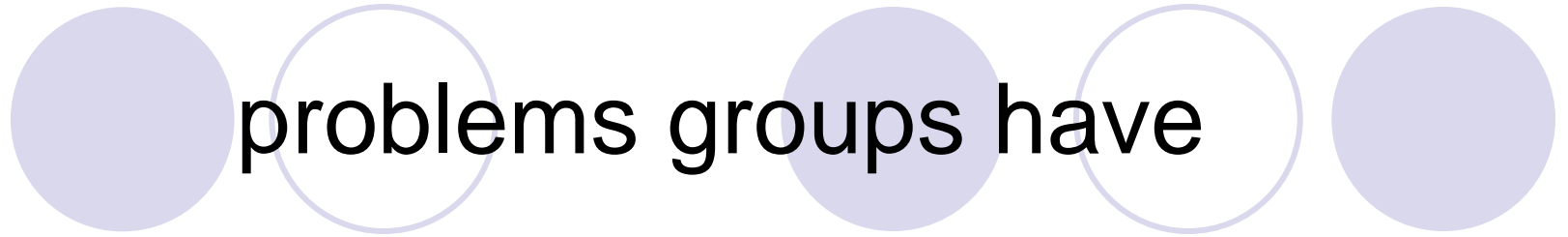


# group work guidelines

- get it done

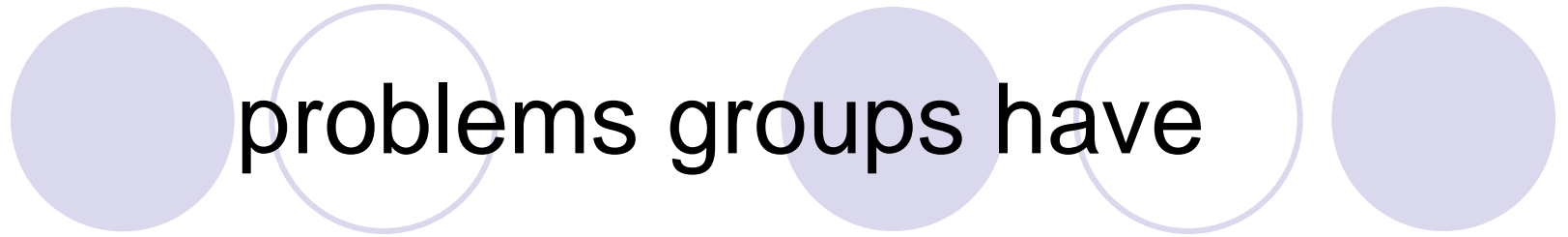
# problems groups have

- while people think without focus, false starts and circular discussions happen that waste time
- sometimes groups rush into work without planning and have to go back and redo work or use up materials
- lack of motivation



# problems groups have

- members don't do what they say they're going to do, on time, or speak up when they don't understand what's required
- some members dominate and some people are reluctant to participate



# problems groups have

- people are distracted with interesting side stories
- members ignore or ridicule others sometimes resulting in feuds





working in groups

skills you can use



working in groups

what do you think about  
working in groups now?