

Name: _____ Class: _____ Date: _____

Cooperative Groupwork Skills

Working effectively in a group takes conscious effort. It also involves developing and practicing the following attitudes and skills.

Get to know one another.

Make sure all group members introduce themselves to one another. It is a good idea to have each person say a few sentences about himself or herself. Be sure everyone knows what names to use when addressing others in the group.

Listen attentively.

When other group members are talking, show your interest by:

- sitting up in your chair and facing the speaker;
- making eye contact with the speaker;
- listening as others speak.

Exchange ideas.

An effective group is one in which all members are comfortable exchanging ideas. Write down two ways that your group might organize its discussions to make sure that everyone has input and can share their ideas in an orderly manner.

Create a positive working atmosphere.

Creating a positive atmosphere in your group is crucial to a successful project. Write down three specific ways in which you can foster a positive attitude. Share your ideas with others in the group and practice using them.

Solve disagreements peacefully and promptly.

Disagreements are bound to come up from time to time. When they do, you need to resolve them quickly in ways that respect everyone’s feelings? Here are some suggestions on how this might be done:

- Seek compromise. Try to avoid all-or-nothing statements or pronouncements concerning your ideas on the project.
- Stay calm. Nothing will be settled by shouting or calling people names. If you become too angry to act calmly, allow yourself time to cool down.
- Get an outside opinion. If your group cannot solve a disagreement, ask your teacher for help in resolving the conflict.

Write down a plan for your group to solve disagreements if they arise.

Make sure everyone has something to do.

For a group project to be successful, each group member must have a specific task and then carry it out. Before dividing up the work, find out the strengths of group members and what they would like to do on this project. Then try to accommodate those preferences as much as possible. In defining tasks, be as specific as possible so that everyone knows who is doing what. Also make sure that each task clearly makes a contribution to the overall project. If some members finish before others in their group, they should help with the remaining work.

On the lines below, write down a plan for assigning individual tasks in your group.
