

SKILLS FOR GROUP WORK

It is best to introduce only a few skills at a time. Skills may also need to be modeled to show students what they look like and sound like. A T-chart may be helpful and can be placed prominently in the classroom for students' reference.

- **Use quiet voices**
- **Listen without interrupting**
- **Take turns**
- **Give encouragement and acknowledgement**
 - Use first names.
 - Say "thank you" and "you're welcome."
 - "That's interesting..."
 - "Thanks for sharing this with me."
 - "I agree..."
- **Invite members to make contributions**
 - "It's your turn, <name of student>."
 - "Ask your question."
 - "What do you think?"
 - "Did you want to add something?"
 - "I think I interrupted you. What did you want to say?"
- **Stay on task**
 - Be aware of how much time you have.
 - Pay attention to what is happening in your group.
 - If you don't know what to do, ask others in your group. (If no one in the group knows what to do, ask the teacher.)
- **Realize that it's okay to make mistakes**
 - Do not criticize another student for making a mistake.
 - No name calling.
- **Ask for help**
 - "I don't understand..."
 - "Can you show me how...?"
 - "What did you mean when you said...?"