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…?"