

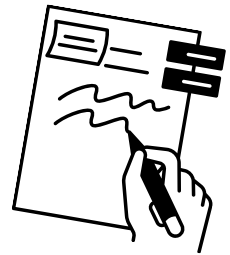
## Working in Groups: Strategies for Success

**Working and studying in groups can boost learning and build teamwork skills that reflect real-world situations. When well-structured, they help deepen understanding and keep you motivated., but poor communication or uneven effort can make them frustrating. Here are strategies to help your group stay focused, collaborative, and effective.**

### Meeting Your Group

At your first group meeting:

- Choose a scribe to record notes.
- Share contact information or create a group email.
- Set group rules covering communication, workload, participation, and conflict resolution strategy.
- Schedule regular meetings and define project goals.
- Divide tasks based on goals, members' strengths, and input.
- Set clear deadlines, and have the scribe share meeting notes and task lists afterward.



### During the Project

- Complete your tasks on time.
- Maintain regular communication with group members.
- Set meeting agendas to stay organized.
- In meetings, focus on:



- Giving and receiving constructive feedback.
- Listening respectfully and taking turns.
- Being assertive, open-minded, and non-defensive.
- Respecting cultural differences.
- Ensuring everyone can ask questions.

- If disagreements arise, meet with the instructor to clarify project expectations.

### Completion of the Project

- Schedule deadlines to allow time for extra meetings if needed.
- Decide who will submit the final project or paper.
- Ensure presentation time is evenly shared among group members (if applicable).

### Tips for Group Papers



- Group brainstorm to identify main points.
- Assign responsibility for each section.
- Set deadlines for draft submissions.
- Use a consistent citation style and include references for each section.
- Have one skilled writer edit the entire paper for a consistent voice.

# Tips for Group Studying

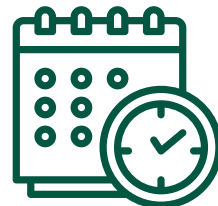
## 1. Forming the Group



- Choose a small group (no more than six):
  - A mix of perspectives
  - Committed members who attend class, stay current with material, and contribute actively.
- Choose a group leader. A reliable leader can help keep sessions organized and focused.

## 2. Scheduling

- Set regular meeting times that work for everyone (weekly or bi-weekly).
- Use quiet, consistent locations like library study rooms, and be flexible if schedules change.
- Consider a trial period before committing long-term to the study group.



## 3. Setting Goals



- Define clear goals for each session to stay productive.
- *During the semester:* Review notes, clarify difficult concepts, quiz each other, and compare readings.
- *Before exams:* Practice with old tests, create outlines, predict exam topics, and build mock exams.

## 4. Strategies to Meet Goals

- *Review material:* Bring questions, discuss key concepts, or listen to recorded lectures together.
- *Compare notes:* Fill in gaps, clarify discrepancies, and discuss unclear content.
- *Divide the work:* Summarize readings and teach them to the group, pair up for problem-solving.
- *Prepare for exams:* Identify key topics, build study plans, create mind maps, and simulate exam conditions.



## Ensuring Group Cohesion and Success

- Be honest and trustworthy with your group members.
- Divide work fairly and respect each other's needs and schedules.
- Manage your time responsibly to build trust and maintain effective teamwork.

