**Lecture notes: Group Work**

Group work at universities typically include: peer support groups, making presentations in seminars or group tutorials and contributing to the discussion, providing constructive feedback on other students’ ideas or work, and undertaking and presenting group projects.

**Important elements of group work**

Create a supportive group atmosphere

Be aware of people’s feelings

Make ground rules

Set clear boundaries

Allocate group roles

Set clear agendas

Check progress

**ground rule**

A basic guideline or governing principle

e.g. One of the ground rules in basketball is not to run with the ball.

**Group roles**

Leader:

Secretary：

Time-keeper：

Encourager

Harmonizer

**Tasks for each group meeting:**Discussing what has been completed so far;

Discussing what needs to be down next and who will do what;

Setting clear deadlines for completion.

**The Leader**

Organizes the group work. Helps the group draw up an agenda.

Monitors the progress and performance of each group member. Makes sure group members respect the deadlines.

Fills out the group meeting report forms.

**The Secretary**

Makes notes of the group meeting. Writes down important issues discussed in the meeting, opinions offered by different members and decisions made by the group.

Keeps record of the job assignment for each member.

Helps the leader fill in the group meeting report.

**The Time-keeper**

Is in control of the pace and progress of each meeting and the group project.

Coordinates the group meeting time and location. Makes sure each meeting is conducted on time.

Makes sure the group keeps to its time schedule. Keeps bring the group back to task.

Maintains good communication with the leader and other group members.

**The Encourager**Provides constructive feedback to other group members.

Encourages other members to share their opinions.

Makes sure each member participate at least twice in a meeting.

**The Harmonizer**Helps create a supportive group atmosphere. Makes sure group members’ opinions are understood properly.

Coordinates different opinions and helps the group reach a consensus.

Makes sure no one dominates the group discussion and no offensive comments are made during the meeting.

Helps resolve conflicts among group members.

**Activity--- Form Your Group**

Decide who you want to work with and get into groups of 5 students.

Give a name to your group.

Choose a group leader.

Decide the roles for each group member.

Make at least five ground rules for your group.

Group Discussion

As a group, choose one of the following topics to write your group essay.

**Topic 1: If you could change one important thing about Chengdu, what would you change? Use reasons and specific examples to support your answer.**

**Topic 2: Do you agree or disagree with the following statement? People should sometimes do things that they do not enjoy doing. Use specific reasons and examples to support your answer.**

**Topic 3: We all work or will work in our jobs with many different kinds of people. In your opinion, what are some important characteristics of a co-worker (someone you work closely with)? Use reasons and specific examples to explain why these characteristics are important.**

**Homework**

Complete the first group meeting after class.

Each group leader should submit the group meeting report form no.1 by Oct.18, 23:00.

Do some research about your essay topic and get ready for the writing.