Guidelines for Week 6 Summative Task

This week you are working together in groups to complete the Week 6 task. This task is designed to give you the chance to put together all the things you have learned since week 2.

Group organization:

Each member will be the "coordinator" for a set of skills and a set of responsibilities. If a member of a group does not know how to do something, the coordinator is responsible for helping the person learn. The four areas are: vocabulary concepts, basic computer skills, online searching, and using the Lextutor site.

In addition, you need to have a separate group member responsible for:

- Making sure everyone knows what to do and everyone completes their tasks on time.
- Keeping records of what you have done and all the information gathered by individuals.
- Making backups of all the work.
- Making sure that everyone participates equally and speaks English when working together.

Knowledge, skills, and abilities you and your group members will need to complete the task.

Vocabulary concepts you need to understand:

- Vocabulary coverage.
- Vocabulary frequency.
- KI, K2, and AW lists as well as the Off-List words.

Basic computer skills:

- Know how to copy and paste text and images.
- Take notes using a note taking app.
- Use a communication app such as LINE, Message (iOS), email, or any other text messengering app.
- Be able to name and save files.
- Attach files to messages.

Online search skills:

- Use Google to search for information.
- Use Google search operators (terms).

Using the Lextutor site:

- Use Vocabulary Profiler from the Lextutor website to find the vocabulary coverage of a text.

- Understand the output from Vocabulary Profiler.
- Know how to exclude proper names from being counted.

Group communication skills:

- Use the English that you know to interact with your group members.
- Participate effectively as a group member. This means doing an equal amount of work, asking and answering questions, and helping your group members with things they don't understand, such as using an app or completing a task.
- Use polite language at all times and communicate your appreciation to your group members.

General task skills:

- Brainstorm ideas.
- Decide on appropriate and inappropriate ideas.
- Rank ideas.
- Be able to sequence actions to achieve a goal.
- Take notes so that you can clearly and easily remember what you did and what you need to do.
- Capture (write down or enter into an app) new words that you learn.

.