

# Activity Sheet 2.3

## Organising Your Group Work

### Stage 1

- (a) Agree what you will include in your final presentation and what you must have completed by the deadline.
- (b) List all the separate tasks that need to be done, and how long each one is likely to take.
- (c) Agree who will do each of the tasks.
- (d) Is anyone going to take responsibility for checking that everyone else is on target to meet the deadline? Who?

### Stage 2

- (a) Individually, work out a timetable to make sure you will have completed the overall task by the right time for the rest of the group. For example:
  - if you are doing research for others you might have a very short deadline;
  - if you have three things to get done, which would be best to get done first and what time / date will you aim for so you have time for the rest of your tasks?
  - if you have to find out information, such as prices of advertising, when can you phone the local paper / TV company?
- (b) Now you are ready to get on with your tasks.

### Stage 3

Make sure your group has time at the end to pull together all the individual work by the group members and to prepare and practise the overall presentation.

### Stage 4

- (a) Review the work you produced: did it achieve the aim you set for yourselves?
- (b) Review how you worked as a group. Did everyone get things done as they should? What worked well? What went wrong? What might you do differently next time?