



WRITING CENTRE

University courses often require students to work with their colleagues, in group or team settings. For small groups to function effectively in a course context, students must attend to both the climate within their group and the process by which they accomplish their tasks. Below are some key techniques on how to achieve academic success as a group.

HOW TO BE AN EFFECTIVE TEAM MEMBER

- **Contribute** and explain your own ideas
- **Listen** carefully to others
- **Ask** questions
- Be **Responsible and Accountable** for your role
- **Respect, Support, and Trust** your team members

GENERAL COMPONENTS OF A STANDARD ACADEMIC REPORT (individual/group)

- Title Page
- Table of Contents
- Introduction
- Summarized Conclusion
- Distinct Sections with Headings and Subheadings
- Statistical data/graphs
- APA formatting throughout – Size 12 Times New Roman font, page #s, etc.
- Bibliography/Works Cited
- Powerpoint Presentation (if required)

Note:

A group report is not just a putting together of facts/data. It is a collaborative project in which all members must work together to ensure a valuable end product, which generally includes all of the above.

“GROUP CONTRACT”

Maximizing Group Performance

Once students are in groups, they should develop, as one of their early assignments, a **group contract** in which they agree on:

- Member Roles
- Ground Rules
- Group Goals

“GROUP CONTRACT” EXAMPLE

Project: Science Report/Lab Assignment (15 pages)

Note:

Each role below is in addition to the group member’s primary tasks – i.e. his/her concrete contributions to the final data report.

Leader/Facilitator

Ensures fairness and equality at all times; Ensures all members have clear project tasks; Acts as the first point of contact for team members; Arranges meeting times; Creates project deadlines; Arranges online messaging thread; Submits final data report.

Editor

Regularly receives copies of each group member’s components; Keeps an eye out for mistakes; Checks grammar, formatting, and content; Compiles group data into one final report.

Notetaker/Time keeper

Compiles notes during meetings; Distributes summarized notes to all members; Keeps track of meeting time to avoid spending excessive time on one topic; Makes sure that all group members understand the purpose of each meeting.

Team Support #1

Creates Table of Contents; Clarifies the aims of the group and helps the group to set goals and sub-goals at the beginning of each meeting; Pushes the group to explore all possibilities.

Team Support #2

Creates Reference List; Makes sure that all group members understand the concepts and the group’s conclusions; Check for consensus among group members.