

TEAM WORK

Negotiation skills and decision making

Your school is taking part in a European Project. The next meeting will be held in Spain and in a few weeks you will be hosting your partners. Everybody's involvement is absolutely essential. The coordinator at school is setting up several working teams in order to get everything ready. Your class will be in charge of designing several leaflets with some useful information for your guests. You'll be working in small groups. All your proposals will be put together and a school jury (formed by teachers, students and families) will decide on the best one to give to your European partners.

In your group you'll have to make some decisions concerning:

- Contents
- Structure
- Graphic design

You will have to reach certain agreements before getting down to work. Your strategies on group work and organization will be extremely useful. It may be a good idea to start up by reflecting on this.

Question 1

Getting ready for group work. Number the statements below according to the order you are going to follow in your group. This can help your team to start going.

Assign specific tasks to each group member	
Use brainstorming for ideas	
Set different steps for task organization	
Choose a team coordinator	
Decide on things that should be changed or improved	
Make a draft version first	
Appoint a spokesperson to represent your group and present your work	
Make your final version with everybody's contributions	
Set a deadline for the presentation of tasks	

Question 2

Once you have decided on the previous questions, it's time to get hands on. As a group you should agree on:

- a. The order or steps you are going to follow. Discuss it in your group and write the result of your agreement below.

<p><i>This is what we have agreed in our group. We will start by _____.</i> Then <i>we will _____.</i> <i>Finally we will _____.</i></p>

- b. Required tasks, people in charge and deadlines. Fill in the chart below with this information.

TASK	PEOPLE IN CHARGE	DEADLINE

Adjust the chart to your needs

Here is a table with some suggestions in case you need some "inspiration". Of course, this is just a guideline. You can take away or add any items you agree on. You can also have a look at the example we provide in the appendix.

CONTENTS	STRUCTURE	GRAPHIC DESIGN
<ul style="list-style-type: none"> -School features -School life & activities -European school news -Culture & sightseeing in town -Useful information about transport (buses and trains schedules), recommended places to eat out... 	<p>Basically, decisions on where different contents should be placed</p>	<ul style="list-style-type: none"> -Two-page or three-page leaflet -Images and photographs to use (school, town, other important towns in your area, a map of the region...) -Template with specific spaces for texts and pictures

Question 3

If your group has followed all the steps above, you are ready to produce a draft. Use the template you have designed and **GO FOR IT!!**
Check the result within your group. Then, try and exchange drafts with two other groups and fill in the chart with your suggestions.

	OVERALL IMPRESSION		SUGGESTIONS
GROUP 1			
	THE BEST		
	WEAK PARTS		
GROUP 2			
	THE BEST		
	WEAK PARTS		

Question 4

This is the very last step. Ready for the final version? Get it ready and display the result in your classroom noticeboard. Bear in mind your classmates' suggestions.



STOP AND THINK!!

REFLECTING ON THE PROCESS

You have worked hard on this activity. But work needs to go hand in hand with reflection, so here is a quick questionnaire to make you aware of your progress and the different strategies you have been using. We encourage self-assessment through this activity. You will soon notice it makes a great difference in becoming both more responsible and autonomous regarding your own learning.

AS A GROUP WE MANAGED TO:		
	Totally fulfilled	Partly fulfilled
Reach certain agreements on what we wanted to include in our leaflet.		
Set criteria concerning both organisation and task assignment		
Exchange ideas and opinions and respect others' views		
Share information sources and linguistic knowledge and strategies		
Understand the spirit of team work and get involved in it through collaboration		
ON AN INDIVIDUAL BASIS, I MANAGED TO:		
	Totally fulfilled	Partly fulfilled
Use suitable words and phrases for the text type		
Use appropriate grammar		
Organize my ideas and writing properly, providing suitable sentence and paragraph structure		
Get help from different sources (dictionary, Internet, my group mates, the teacher...)		
Check for spelling, punctuation, synonyms, vocabulary suitability		
SOME EVIDENCE OF ALL THIS		
EXAMPLES OF WORDS AND PHRASES I LEARNT	THINGS I MANAGED TO DO WELL	
THINGS I STILL NEED TO WORK ON		

APPENDIX (available in PDF and Publisher in attached files)

