

## Group Work Task:



### Good speakers:

- plan what they are going to say
- take turns
- respect the views of others
- explain their ideas fully
- choose their words to match the audience and purpose
- vary their volume, pace and expression
- ask when they don't understand
- add to points that have been made
- introduce new ideas to the discussion
- reflect on and refine what has been said

### Group Work Tips

#### Ways to agree

- "Good point, I also think ....."
- "Yes, would you agree that ....."
- "That's what I think too. I ....."
- Words like "yes", "absolutely", "I agree" etc.
- By nodding

#### Ways to disagree

- "I'm not sure I can agree with that. I ....."
- "I accept your point but ....."
- "I understand why you believe that but I think ....."
- "Yes but how would you answer this ....."
- By asking a question: "Yes but what/ why/how.....?"

At all times, avoid rudeness!

Audience:

Purpose:

Points I want to make:

Questions I want to ask:

My opinion:

### Personal Targets

My personal targets are:

- 1.
- 2.

### Good listeners:

- give the speaker eye contact
- listen carefully
- are open to new ideas
- try not to interrupt
- think about what others say
- respect the views of others
- comment on what has been said
- sometimes add to or refine what has been said

### How well am I doing?

Which criteria are we focusing on today? Tick the boxes then RAG rate at the end.

How well did I:

#### 1. Work with others:

- ☐ organise my time to complete the task
- ☐ take on my group role and try a different role
- ☐ make relevant contributions to group discussions and extend my responses with clear explanations

#### 2. Communicate with others in the group:

- ☐ listen to others and take turns
- ☐ ask questions to help me understand the work
- ☐ consider how my body language and voice tone is read by others
- ☐ provide constructive feedback to others and help anyone with difficulties