

# Ten Tips For Working in a Group



1. Choose a group leader. This person should be organized, responsible, and considerate. The leader should encourage everyone to participate.
2. Listen to each other. Give everyone a chance to be heard.
3. Solve problems in a diplomatic way. Be fair.
4. Respect the feelings of other people in the group. Control your temper.
5. Demonstrate tolerance and flexibility. When you disagree, negotiate with each other.
6. Share how you feel about what the group is doing and how things are working.
7. Be organized. Brainstorm ideas and write them down. Be creative.
8. Gather information. Each person should contribute something.
9. Plan your work so that you finish on time.
10. Enjoy the chance to hear new ideas and get to know others better.

