



## BEFORE YOU START

As you work through this unit you will sometimes be working by yourself, sometimes with a partner and sometimes you will be working together with others in a group.

Before you start to try to complete any of the tasks decide with the other members in your group on a set of rules for working together. This might be especially important if you are having to share a computer.

The kinds of issues you need to think about are:

- Who has the final say about any decision?
- How are you going to make sure that everyone in the group is involved?
- If you are sharing a computer, who is going to key in answers?

Use the poster blank to remind you of the rules your group has agreed.

## GROUP TALK



- No one in the group can claim credit for successful ideas and no one can be held solely responsible for errors—this is a group effort.
- Each member of the group must be asked for their ideas by the others.
- Everyone's ideas must be given equal consideration.
- When a group member suggests an idea, they must be asked to give a reason for it and given time to state the reason.
- The group must be agreed on anything entered into the computer.
- Decisions about who will be 'typist' and who will make notes and so on must be agreed before work begins on the computer.
- If there is a problem the whole group must seek assistance from the teacher. No individual can opt out of the activity.

