

**How best to work in groups so everyone
participates equally.**
By room 320

- **Everyone** should listen to the directions to know what to do and always participate.
- Make sure no one messes around.
- Divide tasks up into equal parts and assign parts.
- Go around in a circle and listen to everyone's ideas.
- Make sure you have all the supplies needed.
- Try and start as early as possible—time seems to slip away.
- Stay focused. Don't get distracted from your work.
- Make a schedule of the work.