

WORKING TOGETHER

SHARING TASKS



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CHAPTER 1

GETTING STARTED

Working in a group can be **rewarding**. You may learn how to do something new or how to work better with others. It is not always easy. But when everyone does his or her part, you can accomplish so much.



When you start a group project, make sure everyone understands what the **goals** are and when everything is due. Ask any questions you have.



CHAPTER 2

ASSIGNING TASKS

Talk to your teammates about the tasks that your group will need to do to finish the project. Figure out how long each task will take.





Try to make sure the tasks are fair. Everyone should put in an equal amount of work. Zoe's group is acting out a play. Zoe only has a few lines, so she helps with costumes.

Get to know your group members. Find out what everyone's strengths are and what tasks they are interested in. This will help the group **assign** jobs.

Ajay's group has to give a news report. Ajay is a **confident** speaker. He asks to be the host. Luis likes to write. He works on the script. Mia is **outgoing**. She finds people to interview.

TRY SOMETHING NEW

Don't be afraid to try something new, even if you don't think you're the best at it. If you are interested in a task, tell your group that you'll do your best and will ask for help if needed.



