

## Method sheet

Name:

Class / Course:

Subject:

Date:

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# ▷ Group Work I

<b>application and intention</b>	<p>This method can be used in information phases and also in those phases where participants are supposed to structure their learning. Group work can usually be categorized into the three phases of</p> <ol style="list-style-type: none"><li>1. Preparation</li><li>2. Carrying out the group work</li><li>3. Follow-up and evaluation</li></ol> <p>The first phase, the careful preparation of group work, is presented. Effective group work will be prepared well when the trainer/moderator/teacher lays the following groundwork:</p> <ul style="list-style-type: none"><li>• Setting clear objectives (for example on a transparency)</li><li>• Laying out clear instructions (written, for the whole group to take with it).</li><li>• Providing all necessary information,</li><li>• Agreeing on group presentation procedures</li><li>• (Possibly) giving examples of similar group results,</li><li>• Giving clear time frames for work and breaks</li><li>• Informing the group about the tasks of the moderator/teacher/trainer during the group work</li><li>• Determining group sizes (4-6 )</li></ul>
<b>material and examples</b>	<p>Anything that is needed for group work (books, info-sheets, paper, pencils, internet)</p> <p>Students may have to do the following group work:</p> <ul style="list-style-type: none"><li>• Split up into groups of 4-6 according to your liking!</li><li>• Read the text with the basic information on microorganisms (fungus, salmonella, yeast etc.)</li><li>• Write down basic information of the specific microorganism on a transparency!</li><li>• be prepared for plenary presentation in xx minutes about the specific microorganism. (Alternative: create a poster)</li></ul> <p>The teacher should prepare a handout (gap text) with information to be filled in by the class. This way the class has stored the information of the groups.</p>
<b>control</b>	<p>For group work it is very important to follow a time pattern in which the preparation, the carrying out of tasks and the follow-up are equally weighed and get each one third of the time allotments of overall group work.</p>