

Task Title: Discussing a Group Project

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: Learners will work in groups to discuss completion of a class project, and write down an action plan.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Interact with others/B1.2
- Communicate Ideas and Information/Write continuous text/B2.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Conversation group of at least three people

Notes for Instructors/Practitioners

In this taskset, learners will engage in discussion about a group project. Depending on the number of learners working on this task, you may choose to participate in the discussion or observe.

Learner Information

When working as part of group, it can be difficult to manage a situation where someone is not doing their part. This is often frustrating for the other group members. Figuring out how to talk about it, address the problem, and still complete the assignment or project is something all students need to learn.

Read "Classroom Scenario".

Classroom Scenario

At the beginning of the term, everyone was randomly assigned to a group. On their designated week, each group presents that week's reading materials to the class. Most groups are preparing a PowerPoint presentation and dividing the readings amongst the group of 3-4 students. Each student is then responsible for summarizing these readings and preparing 2 slides on their section.

Your group met at the beginning of the semester and divided the work. Everyone is responsible for one assigned reading and 2 PowerPoint slides. You exchanged phone numbers and email addresses and set up another meeting one week later, and then a week after that. One of the group members only attended the first meeting and has been absent for the second and third meetings. No one has been able to reach them, and your presentation is scheduled for next week.

Work Sheet

Task 1: With your group, discuss the project described in the scenario. In your discussion

- **clearly describe the problem**
- **identify potential solutions for completing the project on time**
- **brainstorm ideas for how you can manage the absent group member's portion of the project**
- **discuss how you will ensure deadlines are met and the presentation is ready**
- **discuss what you will do if group members aren't able to complete their assigned tasks**

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Write down the steps your group will take to complete the project. Include

- **how completion of each task will be confirmed**
- **how the missing group member's contribution will be managed**

Answer:

Task 2 Answer Continued (if more space required)

Answers

Task 1: With your group, discuss the project described in the scenario. In your discussion

- **clearly describe the problem**
- **identify potential solutions for completing the project on time**
- **brainstorm ideas for how you can manage the absent group member's portion of the project**
- **discuss how you will ensure deadlines are met and the presentation is ready**
- **discuss what you will do if group members aren't able to complete their assigned tasks**

Answers will vary. Learners should be able to engage in conversation that includes

- discussing that the project needs to be completed, regardless of whether someone is failing to do their assigned work
- possible solutions could involve discussing with the teacher/instructor so they are aware that the entire project is being completed by the remaining group members; reassigning the absent group member's work to the rest of the group so everything is still accomplished on time; reaching out to the absent group member
- setting clear deadlines for the remaining work and check-ins (email/text/meetings) to ensure everything is being completed
- determining who will be responsible for ensuring the final PowerPoint is ready for the class presentation

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- **how completion of each task will be confirmed**
- **how the missing group member's contribution will be managed**

Answers will vary. The learner should clearly write down a summary of their discussion from task 1 with a focus on steps for project completion.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
B1.2	shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic and cultural differences			
	demonstrates some ability to use tone appropriately			
	uses strategies to maintain communication, such as encouraging responses from others and asking questions			
	speaks or signs clearly in a focused and organized way			
	rephrases to confirm or increase understanding			
	uses and interprets non-verbal cues (e.g. body language, facial expressions, gestures)			

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	writes texts to explain and describe			
	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	uses limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			
	begins to organize writing to communicate effectively			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print): _____

Learner (print): _____