

Teamwork That Works

Read a model for planning a shared project.

3.P.CP.1.b "Collaborate with others to determine group norms, establish goals and procedures, and facilitate productivity when working on shared projects. (I/C)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the group norms, circle the goal, number the procedures 1 through 4, and box one action that helped the group stay productive.

The Blue Team Poster

- ① Ms. Chen asked her class to make a poster about saving water at school. First, the four students in the Blue Team made group norms, or rules for working together. They agreed to listen without interrupting, use kind words, and take turns. Jayden wrote the rules on a note card so the team could see them while they worked.
- ② Next, the team chose a clear goal: create a poster that teaches students to turn off faucets tightly. They listed procedures, or steps. Mina would find water facts in a library book. Omar would draw a sink and faucet. Jayden would write short captions. Tia would check that the words and pictures matched the goal. They set a timer for fifteen minutes for each job.
- ③ While they worked, Omar began telling a long story about his dog. Tia pointed to the timer and said, "Let's finish our jobs first. You can tell us at cleanup time." The group returned to work. Mina found a fact, and Jayden asked everyone to listen before choosing it. At the end, Tia used a checklist. The team had followed its norms, finished on time, and made a poster with one clear message.

2 ANSWER WITH EVIDENCE Use the passage

1 What are two group norms the Blue Team chose?

2 What was the Blue Team's goal for its poster?

3 How did the team divide its work? Name two jobs and the students who did them.

4 What did Tia do when Omar started telling a story, and how did it help the team?

3 YOUR TURN Your own words

Imagine you and three classmates are making a welcome guide for a new student. Write two group norms, one clear goal, three numbered procedures with jobs, and one way your group will stay on task.

PART 1 • READ AND MARK

Underline the group norms, circle the goal, number the procedures 1 through 4, and box one action that helped the group stay productive. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What are two group norms the Blue Team chose?	Any two: listen without interrupting, use kind words, take turns.
2	What was the Blue Team's goal for its poster?	To create a poster that teaches students to turn off faucets tightly.
3	How did the team divide its work? Name two jobs and the students who did them.	Any two: Mina found water facts, Omar drew a sink and faucet, Jayden wrote captions, or Tia checked that the words and pictures matched the goal.
4	What did Tia do when Omar started telling a story, and how did it help the team?	She pointed to the timer and asked the group to finish its jobs first. This helped the group return to work and stay on task.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Norms: We listen when someone speaks. We use kind words. Goal: Make a welcome guide that tells a new student where important places are. 1. I will list important places. 2. Kai will draw a map. 3. Rosa will write labels. We will use a ten-minute timer and check our list when it rings.

Accept equivalent wording for the passage questions when the response matches the text. For the open task, accept reasonable norms, a specific shared goal, three workable job steps, and a clear strategy for staying productive.