Plan, Share, Finish

A model of group planning and flexible teamwork.

4.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 Circle the group goal, underline the three group norms, and number the three actions the group takes after Eli is absent. Your marks will show how a team plans and stays productive.

Garden Sign Team

1. Ms. Chen's class planned a shared project: make signs for the school garden. At their first meeting, the group chose one goal. By Friday, they wanted clear, colorful signs that taught visitors how to protect the plants. Everyone agreed that the signs should be easy for younger students to read. The group wrote the goal at the top of its planning page.

2. Next, the students made group norms. They decided to listen while one person spoke, use kind words, and ask before changing another person's drawing. They also chose jobs: Maya would collect facts about garden rules, Eli would sketch pictures, and Jordan would check spelling. The group planned to meet for ten minutes each day, share progress, and place finished work in a folder.

3. On Wednesday, Eli was absent, so the group could not finish the pictures. Jordan suggested that each person work alone on a different sign, but Maya reminded the group to check in first. They followed their procedure, shared what was done, and chose a new plan. Maya gathered facts, Jordan began two simple sketches, and Eli would add details when he returned. The group still aimed to finish by Friday.

2 ANSWER WITH EVIDENCE

Use the passage

1. What goal did the group set for its garden sign project?

2. Which group norm would stop a student from changing a partner's drawing without permission? Explain how it helps.

3. What three things did the group plan to do as part of its daily procedure?

4. How did the group use its procedure and change jobs when Eli was absent?

3 YOUR TURN

Your own words

Work with two classmates, with teacher support as needed. Together agree on a welcome-poster goal, two norms, three jobs, a check-in procedure and an absence plan. Write the agreed plan in 5 to 7 sentences. Follow your norms now to make a small draft message and sketch on scrap paper, each doing a job. Check your progress together; record each person's contribution and one decision or adjustment beneath the plan.

ANSWER KEY

Plan, Share, Finish

GRADE 4 · 4.P.CP.1.b

PART 1 · READ AND MARK

Circle the group goal, underline the three group norms, and number the three actions the group takes after Eli is absent. Your marks will show how a team plans and stays productive. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What goal did the group set for its garden sign project?	**To make clear, colorful signs by Friday that teach visitors how to protect the plants.**
2	Which group norm would stop a student from changing a partner's drawing without permission? Explain how it helps.	**Ask before changing another person's drawing. It helps group members respect each other's work.**
3	What three things did the group plan to do as part of its daily procedure?	**Meet for ten minutes, share progress, and place finished work in a folder.**
4	How did the group use its procedure and change jobs when Eli was absent?	**They checked in, shared what was done, and chose a new plan. Maya gathered facts, Jordan started sketches, and Eli would add details later.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Our goal is to make a welcome poster for new students by Thursday. Our norms are to listen without interrupting and to ask before changing a partner's work. Nia will write the message, Sam will draw pictures, and Leo will check spelling. Each day, we will meet for ten minutes, share progress, and put our work in one folder. If Sam is absent, Nia and Leo will check in and choose a new plan. Leo can sketch a border, and Sam can add pictures when he returns.
Progress record: Nia drafted Welcome to our class, Sam drew a door, and Leo checked the words. We listened to each idea and agreed to put the message above the drawing.

Accept equivalent wording that accurately identifies the goal, norms, procedures, and changed plan from the passage. For the open task, accept varied projects if the response includes all required planning parts and a workable response to an absence. Provide scrap paper and a supported three-person group. Check actual agreement on norms, goal and procedure, participation in the short shared draft step, and an honest progress/contribution record. An absence plan is preparation; no student needs to be absent. Preserve the six-sentence model plan and accept varied workable approaches. No complete public poster or multi-day project is required.