

Teamwork Task Map

See how clear roles guide group work.

5.C.1.B "Share responsibility for the learning based on assigned roles and/or task expectations."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline words that name a person's job, circle details that explain what the person must do, and put a star beside a detail showing teammates checking or supporting work. These details show how a group shares responsibility.

Planning the Book Swap

- ① Ms. Rivera's fifth-grade class planned a lunchtime book swap. At their first meeting, the group chose Maya as coordinator, Eli as sign maker, Noor as book sorter, and Ben as announcement writer. Maya listed each job on a planning chart. The chart said when each task was due and what a finished task should include. For example, Eli needed three clear signs with the swap date, place, and rules.
- ② Two days later, Noor noticed that several donated books had no reading-level labels. She told Maya instead of guessing or leaving the problem for someone else. Maya asked Ben to help Noor for fifteen minutes after he finished his announcement draft. They agreed that Noor would sort the books, while Ben would attach labels from the class guide. Each person still kept responsibility for the main job listed on the chart.
- ③ On Friday, the group met beside the library doors to check their progress. Eli brought the signs, and Ben read the announcement aloud. Noor reported that the books were sorted and labeled. Maya compared every task to the planning chart and noticed one missing item: a box for books that could not be traded. Ben offered to bring a labeled box on Monday, and Maya added the new task and due date to the chart.

2 ANSWER WITH EVIDENCE Use the passage

1 What information did Maya put on the planning chart to help the group share responsibility?

2 What did Noor do when she found books without labels, and why was that a responsible choice?

3 How did Ben help Noor while still completing his own assigned role?

4 How did the group handle the missing box for books that could not be traded?

3 YOUR TURN Your own words

Imagine your group is preparing a one-day class museum. Write a planning note for four group members. Name each role, state a clear task expectation and due date for each, and include one sentence explaining how the group will handle an unfinished task without letting one person do everything.

PART 1 • READ AND MARK

Underline words that name a person's job, circle details that explain what the person must do, and put a star beside a detail showing teammates checking or supporting work. These details show how a group shares responsibility. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What information did Maya put on the planning chart to help the group share responsibility?	Each person's job, when each task was due, and what a finished task should include.
2	What did Noor do when she found books without labels, and why was that a responsible choice?	She told Maya instead of guessing or leaving the problem for someone else.
3	How did Ben help Noor while still completing his own assigned role?	He attached labels after finishing his announcement draft, while keeping responsibility for the announcement.
4	How did the group handle the missing box for books that could not be traded?	Maya noticed it during the progress check, Ben offered to bring a labeled box on Monday, and Maya added the task and due date to the chart.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Ava, artifact researcher: find three safe objects to display by Tuesday. Jamal, label writer: write six clear labels by Wednesday. Lina, display designer: arrange the objects and labels on the table by Thursday. Owen, presenter: prepare a one-minute welcome talk by Thursday. If a task is unfinished, the group will check the plan, offer a short, specific help job, and keep the original member in charge of completing the task.

Accept answers that identify assigned roles, clear task expectations, progress checks, and specific support from teammates. For the open task, accept reasonable roles and deadlines if each member has a distinct responsibility and the response explains shared problem solving.