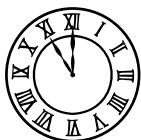


HOW TO BE AN EFFECTIVE CONTRIBUTOR TO YOUR STUDY GROUP

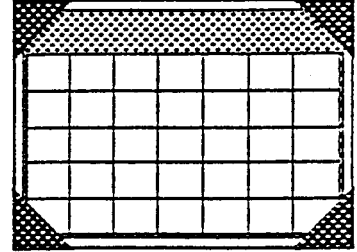
1. *Contribute* ideas and information.
2. *Ask* for information and opinions.
3. *Clarify*, *synthesize* or give examples.
4. *Summarize* the major points discussed.
5. *Encourage* participation by all members.
6. *Evaluate* the effectiveness of the group.
7. *Diagnose* the difficulties the group is having.
8. *Point out* successful group processes like group decision-making or conflict resolution when they happen.
9. *Direct* the discussion when it is wandering.
10. *Help* people communicate their ideas when they are having trouble.
11. *Help* people understand ideas when they are having trouble.
12. *Listen* actively.
13. *Moderate* controversies by disagreeing with others in a way that encourages intellectual disagreement without promoting personal rejection.
14. *Begin* and *End* the study session promptly.



SEVEN STEPS TO ORGANIZING PRODUCTIVE GROUP STUDY

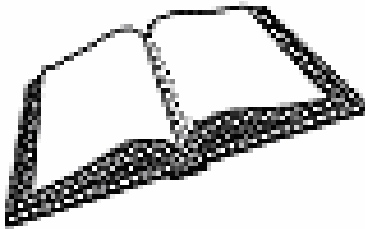
1. Assemble a group of 3 - 7 people.

2. Agree on a meeting time and place.



3. Designate roles: have at least a notetaker and a discussion leader. You could also *add* a task-master, conflict resolver, evaluation leader, agenda setter, etc.

4. Set goals:



- Make up three test questions before the group meeting. Put them together and make a group test. Take the test and discuss the results.

- Have each member teach a topic to the group as a whole.

- Compare notes from the past week and discuss discrepancies.

- Brainstorm test questions.

- Discuss an open-ended issue.

5. Set an agenda. In what order will you do each activity? How much time will you plan to spend on each?

6. Evaluate the group process.

7. End each meeting by planning the next session. Give assignments to each member for the next meeting.

