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.