

# Collaborative Group Etiquette

Discussion Elements	Looks Like	Sounds Like
<b>❖ <u>Focused on Discussion</u></b> <ul style="list-style-type: none"> <li>• Body posture</li> <li>• Eye Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Eyes on speaker</li> <li>• Hands empty</li> <li>• Sit Up</li> <li>• Mind is focused</li> <li>• Face speaker</li> </ul>	<ul style="list-style-type: none"> <li>• Speaker's voice only</li> <li>• Paying attention</li> <li>• Appropriate responses</li> <li>• Voices low</li> <li>• One voice at a time</li> </ul>
<b>❖ <u>Active Participation</u></b> <ul style="list-style-type: none"> <li>• Respond to ideas</li> <li>• Share feelings</li> </ul>	<ul style="list-style-type: none"> <li>• Eyes on speaker</li> <li>• Hands to yourself</li> <li>• Hands empty</li> <li>• Talking one at a time</li> <li>• Head nodding</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate reponses</li> <li>• React to others' ideas</li> <li>• Nice comments</li> <li>• Positive attitude</li> </ul>
<b>❖ <u>Asking Questions for Clarification</u></b>	<ul style="list-style-type: none"> <li>• Listening</li> <li>• Hands Empty</li> </ul>	<ul style="list-style-type: none"> <li>• Positive, nice questions</li> <li>• Polite answers</li> </ul>
<b>❖ <u>Piggybacking Off Others' Ideas</u></b>	<ul style="list-style-type: none"> <li>• Listening</li> <li>• Paying attention</li> </ul>	<ul style="list-style-type: none"> <li>• Positive, nice talking</li> <li>• Wait for people to finish</li> </ul>



Describe two ways in which you have improved your skills in working with your group.

1. \_\_\_\_\_

2. \_\_\_\_\_