Top tips and tools for your group work assignment

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Today’s plan

- Reflect on personal experience of group work
- Tools to help groups work well
- Getting started on your assignment
Experience of working in a group

- Think of one thing that led to problems when working in a group?
- Think of 1 thing that helped a group work well?
Ideas to make your group work

- Listen actively and give everyone a chance to speak
- Everyone take responsibility
- Divide up work fairly
- Make a plan
- Be timely
- Stay focussed
Tools to help teams work well

For early planning stages

- Mindmeister

https://www.mindmeister.com/
Tools to help teams work well

For presenting and writing
- Google docs

https://www.google.co.uk/drive/
Tools to help teams work well

For managing time
- Todoist

https://en.todoist.com/
Planning your assignment

- Clarify and understand your assignment
- How long have you got
- Break it down and allocate tasks
- Write the assignment
- Practice, practice, practice
- Reflection
Clarify your task
Top tips for finding information

The London Campus Library guide
This has ALL you need. Contact details, opening hours, help and guidance, links to key resources in your subject areas and more
Top tips for finding information

Use DISCOVER to find the resources you need
Top tips for finding news
Top tips for finding company information
How long have you got?
Break it down and allocate tasks
Write the assignment
Practice, practice, practice
Reflection
Further Info

- Present like a Pro.  
  https://www.escholar.manchester.ac.uk/learning-objects/mle/presentations/planning/

- Book group study rooms  
  http://libcal.liverpool.ac.uk/booking/londoncampus

- Library resources for researching your topic
  - Nexis for News
  - Hoover for companies

Can be found at http://libguides.liverpool.ac.uk/london