

How Proficient Collaborators Think and Act	
Strategy	Examples/Actions
1. Be responsible to the group	<ul style="list-style-type: none"> • Come prepared: work completed, materials and notes in hand • Bring along interesting questions/ideas/artifacts • Take initiative, help people get organized • Live by the group's calendar, work plan, and ground rules • Settle problems within the group • Fess up if unprepared and take on some other work
2. Listen actively	<ul style="list-style-type: none"> • Make eye contact • Nod, confirm, look interested • Lean in, sit close together • Summarize or paraphrase • Use names • Take notes when helpful
3. Speak up	<ul style="list-style-type: none"> • Join in, speak often, be active • Connect your ideas with what others have said • Ask lead and follow-up questions • Use appropriate tone and voice level • Draw upon the notes, materials, or drawings you've brought • Overcome your shyness
4. Share the air and encourage others	<ul style="list-style-type: none"> • Show friendliness and support • Take turns • Be aware of who's contributing; work to balance the airtime • Monitor yourself for dominating or shirking • Invite others to participate • Build upon and learn from others' ideas
5. Support your views and findings	<ul style="list-style-type: none"> • Explain and give examples • Refer to specific passages, evidence, or artifacts • Connect or contrast your ideas to others' • Dig deeper into the text or topic; revisit important ideas
6. Show tolerance and respect	<ul style="list-style-type: none"> • Receive others' ideas respectfully; no put-downs allowed • Try to restate opposing views • Use neutral language in disagreeing • Offer your different viewpoint; don't be steamrolled • Welcome and seek insight in divergent viewpoints
7. Reflect and correct	<ul style="list-style-type: none"> • Do frequent reflections or "think-backs" on group processes • Identify specific behaviors that helped or hurt the discussion • Talk openly about problems • Make plans to try out new strategies and review their effectiveness • Keep written record of group processing

What Social Strategy Use Looks and Sounds Like		
Strategy	Looks/Sounds Like	Doesn't Look/Sound Like
1. Be responsible to the group	<p>"Does everyone have their articles? Good, let's get going."</p> <p>"Let me show you this great website I found..."</p> <p>"I'm sorry, guys, I didn't get the reading done."</p> <p>"OK, then today I'll take notes on the meeting."</p>	<p>"What? There's a meeting today?"</p> <p>"I left my stuff at home."</p> <p>"Teacher, Bobby keeps messing around."</p> <p>Arriving late, unprepared, without materials</p>
2. Listen actively	<p>"Joe, pull your chair up closer."</p> <p>"I think I heard you say..."</p> <p>"So you think..."</p> <p>Asking follow-up questions</p>	<p>Not looking at others</p> <p>"Huh? I wasn't listening."</p> <p>Playing with pencils, shuffling materials</p>
3. Speak up	<p>"What you said just reminded me of..."</p> <p>"Can I piggyback on this?"</p> <p>"What made you feel that way?"</p> <p>"Let me show you my drawing."</p>	<p>Silence</p> <p>Whispering or shouting</p> <p>Not using/looking at notes</p> <p>Hiding from participation</p>
4. Share the air and encourage others	<p>"Can you say more about that, Chris?"</p> <p>"We haven't heard from you in a while, Joyce."</p> <p>"I better finish my point and let someone else talk."</p> <p>"That's a cool idea, Tom."</p>	<p>"Blah blah blah blah blah blah blah..."</p> <p>"I pass."</p> <p>"You guys are so boring."</p> <p>Declining to join in when invited</p>
5. Support your views and findings	<p>"I think Jim treats Huck as a son because..."</p> <p>"Right here on page 15, it says that..."</p> <p>"The person I interviewed said..."</p> <p>"My thinking was a lot like Jennifer's..."</p>	<p>"This book is dumb."</p> <p>"Well, that's my opinion anyway."</p> <p>"No, I didn't consider any other interpretations."</p>
6. Show tolerance and respect	<p>"Wow, I thought of something totally different."</p> <p>"I can see your point, but what about..."</p> <p>"I'm glad you brought that up; I never would have seen it that way."</p>	<p>"You are so wrong!"</p> <p>"What book are you reading?"</p> <p>"Where did you get that idea?"</p> <p>Rolling eyes, disconfirming body language</p>
7. Reflect and correct	<p>"What went well today and where did we run into problems?"</p> <p>"We are not sharing the talk time evenly."</p> <p>"OK, so what will we do differently during our next meeting?"</p>	<p>"We rocked."</p> <p>"We sucked."</p> <p>"It was OK."</p> <p>"Who cares?"</p>