



## INSTRUCT TEACHING GUIDE

### 2. TEAMWORK AND PRESENTATION

To teach students the essential skills of collaboration and information sharing, refer to:

- [Why Teamwork Matters](#)
- [Preparing for a Presentation](#)

#### DISCUSSION TOPICS

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##### **Teamwork**

Use this discussion to help students think about the application of teamwork. Students should be able to identify the activities that are best completed individually and those that most effectively are tackled as a team. Begin by providing students with a list of activities such as:

- Fundraising for a charity run
- Presenting a business proposal
- Editing a publication
- Designing a website
- Locating an off-campus event

Next, ask students to discuss how they would complete each activity (individually or as a team), and justify their decision. You may ask students to reflect on the types of activities that are most successfully completed using teamwork.

##### **Collaborating**

In order to be successful in their academic, personal, and professional lives, students will need to develop strong collaboration skills. Use this discussion to get students thinking about their strengths and weaknesses when working with teams. Begin by asking students to describe a team they belong to, their role in the group, and a detailed example of how they contribute as a team member. Encourage students to discuss their strengths and weaknesses as a member of their team.

#### ACTIVITIES

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##### **Presentation Analysis**

Use this activity to help students prepare for a variety of presentation scenarios. Each student will choose a topic and two real-world settings in which they would like to present. For example, a student could choose to present a review on the effects of caffeine on memory. The student then would adapt their presentation scope and depth for two real-world audiences, such as doctors and college students preparing for exams.

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Once your students have researched their topic, they should be able to highlight the key topics to present to their target audiences. They also should be able complete the following:

- Structure the presentation in order to best communicate their findings.
- Analyze the most appropriate methods to communicate with their target audiences.
- Determine how the scope and depth of their presentation will be affected by their target audience's needs or familiarity with the topic.
- Select images, charts, or other media to support their findings.

In addition, encourage students to think about how their tone, choice of words, and body language may differ between the two presentations.

### **Teamwork**

As your students complete class projects and group work, they will get firsthand experience as contributing members of a team. Once your students are familiar with the importance of teamwork, ask each student to keep an ongoing log of their academic team experiences. Students should be able to provide details for a culminating discussion or report. Use these questions to encourage analysis:

- What was the purpose or goal of your team?
- What was your role on the team? Did this change over time?
- How did you interact with the members of your team?
- How did your team members interact with each other?
- What types of conflicts arose? How did the team address these issues?

Use the culminating discussion or report to encourage students to consider how teamwork will impact their future success as a working professional.

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