

Document E

How to Structure a Cooperative Learning Activity (Wong & Wong, 1998)

1. Specify the group name.
2. Specify the size of the group.
3. State the purpose, materials, and steps of the activity.
4. Teach the procedures.
5. Specify and teach the cooperative skills needed.
6. Hold the individual accountable for the work of the group.
7. Teach ways for the students to evaluate how successfully they have worked together.

Sample Activity

In this activity you will be working in _____ groups of _____. The reason you work in _____ groups is because when you _____.

Background:

- Problem:

Support Group Jobs:

- Equipment manager, facilitator, reporter, recorder, and others.

Support Group Procedures:

- 1.
- 2.
- 3.
- 4.

Support Group Responsibilities

- 1.
- 2.
- 3.
- 4.

Wong, H. K., & Wong, R. T. (1998). *The First Days of School: How to be an Effective Teacher*. Mountain View, CA: Harry K. Wong Publications, Inc.