English Language Arts 10-2

Unit 5: Respect and collaboration

Someone has to watch the clock

A short time limit

- Your group has drafted a one-page brief asking the school to fund a Thursday late bus for practicum students, and student council meets tomorrow. The brief is drafted. The group goal is a recommendation the presenter can say, finished before the bell.
- Jordan chairs and sets a personal aim: ask one real question about the carpool before he argues for the loop. He also says he waited on the office bench, so the group has his experience without a speech.
- Priya records decisions, leaving out most of the argument. Sam keeps two minutes on each agenda line: count, cost, recommendation. Nia presents, so she listens for the sentence she will actually say.
- If the cost talk runs long, Sam says one minute. Extra carpool detail goes into the notes as an alternative. The recommendation keeps its minutes.

Jobs for tomorrow's brief

Jordan, chair
Keeps the agenda. Asks one question about the carpool before arguing for the loop.

Sam, timekeeper
Two minutes an item. When cost runs long, he says one minute and parks the extra detail.

Notes
Priya writes the decision: fund the Thursday loop at $86, with the supervised wait as backup. Nia will present that line.

Roles and decisions

- A group goal is finished when someone who missed the meeting could read the decision.
- A role card names a contribution. The chair guards the agenda. The recorder guards the decision. The timekeeper guards the bell. The presenter guards the sentence.
- Criteria are how you notice drift: roles used, parts filled, ideas over people.
- Tools stay few. An agenda orders the talk. A checklist shows the four rooms. Notes hold the decision and the next person.

Key terms

group goal

A result the whole group can see finished, such as a recommendation agreed before the bell.

role card

A named job in the group, such as chair, recorder, timekeeper, or presenter.

Park the extra detail, keep the decision

- The checklist's four rooms have to be ticked before anyone congratulates the group.
- Meeting notes say the decision, the backup, and who presents. The debate stays in the room.
- When Sam calls one minute, the chair parks the leftover carpool story in the alternatives and moves to the recommendation.
- A disagreement sounds like the carpool still needs a school price.

A decision a substitute could read

- Goal: before the bell, Nia can say fund one Thursday loop at $86, with a supervised wait as backup.
- Jordan asks how the carpool would handle a student who needs a ride, then returns to the loop. His bench experience is one sentence.
- Sam gives the cost line two minutes and calls time. Priya writes the decision and the backup.
- Checklist: background, purpose, alternatives, recommendation, all ticked. The carpool sits in alternatives.

Twenty minutes, eight leaves

- The greenhouse crew has twenty minutes to decide whether Friday's tray is pinched or dumped.
- Assign a chair, a recorder, and a timekeeper. State one personal aim for the chair.
- Name the tool that will show the decision, and one criterion you will check at the end.

Review

- Cover the bus roles and the greenhouse crew.
- Four students have fifteen minutes to report that 18 of 22 were outside. One wants to tell a long story about the alarm.
- Name a group goal, two roles, and what the recorder should write. Say what happens to the long story when time is short.