Introduction
Working in groups is an important part of learning at university. This is especially the case when you have an assignment that you need to complete as a group. Everyone needs to work together to get the task finished on time and earn a good mark. Of course, there will be differences in how the members of your group will want to get things done. This resource provides practical guidelines for working together and producing a successful assignment.

Getting started
You can avoid a lot of common problems by agreeing on how to communicate and what to do if difficulties occur. These issues are worth working on together as they can help give you the professional skills that you will need in your career.

There are several resources that you can use to help your group get off to a good start.

- What does a successful group look like? Refer to the 12 healthy signs of a group to guide how your team interacts.

- How should your group deal with any problems that may arise? Dealing with group issues identifies a number of common difficulties for your group to discuss.

- How will your group keep in touch while you are working on your assignment? Fill out the Staying in contact record sheet together so that you can agree on the best way for everyone to stay in contact.

Tips for success
- Communication with group members is essential.
  Reply to any messages that are sent.
  Don’t go silent!

- Let everyone in your group know if you think something needs changing.
  You shouldn’t make any changes without discussing it with your team first.

- Stick to any deadlines your group has agreed on.

- Everyone needs to be prepared to carry out tasks that need to be done even if it isn’t your preferred choice.
Don’t underestimate the time needed for editing and proofreading. Everyone should check for errors. For example, is the list of references correctly formatted and in alphabetical order?