Group Discussion and Teamwork Talk Worksheet

Age Group: 10-14 Years | Skill Focus: Teamwork

My name: ..... **Date:** .....

How to use this worksheet
Work in a team of 3 to 5. You will plan, discuss, decide and reflect together.
Do each step in order. Everyone speaks, and everyone listens!

1 Set Up Your Team

Fill this in together before you start talking.

Our team name: .....

Team Roles *Give each person ONE role.*

LEADER	keeps us on topic	**Name:** .....
TIMEKEEPER	watches the clock	**Name:** .....
NOTE-TAKER	writes down our ideas	**Name:** .....
REPORTER	shares our decision	**Name:** .....

Team of 5? Add an ENCOURAGER who makes sure everyone gets a turn.

Choose your discussion topic. Tick ONE or write your own!

- ☐ Choose a class trip
- ☐ Start a new school club
- ☐ Reduce waste at school
- ☐ Raise money for charity
- ☐ Improve break time
- ☐ Welcome new students

Our own topic: .....

Our discussion question: .....

Our mission
Reach ONE group decision before time runs out. Everyone must speak at least once!

Our time limit (minutes): .....

2 Prepare to Talk

Agree on your rules first. Then think on your own before the team talks.

Team Talk Rules: tick the rules your team agrees to

- ☐ One person speaks at a time
- ☐ Listen without interrupting
- ☐ Everyone gets a turn
- ☐ Respect every idea
- ☐ Disagree politely
- ☐ Stay on the topic

Our own rule:.....

THINK **On your own: 2 minutes of quiet thinking**

Write your own ideas BEFORE you hear anyone else. Then you can share them with confidence.

My idea:.....

My reason (because...): .....

A fact or example to support it:.....

A question I want to ask my team: .....

Speaking Order: write each name in a box and take turns in this order!

1st	2nd	3rd	4th	5th

Super Listener Moves

Look at the speaker **Nod** **Wait your turn** **Ask a question**

3 Talk, Build and Decide

Take turns to share. Then build on each other's ideas and decide together.

SHARE **Everyone shares one idea (take turns!)**

Try: "I think we should ___ because ___."

Idea 1:..... **said by:** .....

Idea 2:..... **said by:** .....

Idea 3:..... **said by:** .....

Idea 4:..... **said by:** .....

BUILD **Build on each other's ideas**

Try: "I like ___'s idea. We could also ___." or "I see it differently because ___."

We built on an idea by adding: .....

A question or polite disagreement:.....

DECIDE **Choose ONE idea together**

Try: "We decided to ___ because ___."

How did we decide? Tick ONE!

☐ Hands-up vote ☐ Mix our best ideas ☐ Compromise ☐ Everyone agrees

Our decision:.....

Reason 1:.....

Reason 2:.....

Talk Starters

SHARE: **I think...** **In my opinion** **One reason is**

BUILD: **Building on that** **I agree, and** **Can you say more?**

DISAGREE: **I see it differently** **What if we...?**

DECIDE: **Shall we vote?** **Can we agree on...?**

4 Reflect on Your Teamwork

Look back at your discussion. Be honest and kind! Tick each one that is true.

Team Check-Up

- ☐ Everyone had a turn to speak
- ☐ We built on each other's ideas
- ☐ We kept to the topic and time
- ☐ We listened without interrupting
- ☐ We disagreed politely
- ☐ Everyone accepts our decision

Rate our teamwork. Colour a star for each level!

Taking turns	Building on ideas	Reaching a decision
☆ ☆ ☆	☆ ☆ ☆	☆ ☆ ☆

How did our team feel? Tick your choice!

★★★	★★☆	★☆☆
Great team!	**Getting better**	**Needs practice**
☐ Tick here	☐ Tick here	☐ Tick here

My best contribution was... .....

Next time, I will........

Parent / Teacher Feedback

What the group did well: .....

One thing to try next time: .....

Teamwork stars: ☆ ☆ ☆ ☆ ☆ **Signed:** .....

Well done! Great teams talk, listen and decide together!