

## AVOIDING PITFALLS

Some tips to maintaining a healthy work atmosphere for group writing:

### 1. Don't be *that* group member

Respect everyone else's time. Show up (on time) with a good attitude, ready to work. Stay on topic; stay focused in your conversation(s).

### 2. Be proactive

Don't wait around for someone to take the lead. Help solve problems and offer feedback when you can.

### 3. Don't offer negative feedback only

During feedback sessions, offer both negative and positive critiques. Focusing only on the problems you have with others' thoughts or writing can make group members act defensively. Be constructive with your feedback. Offer suggestions each time your critique.

### 4. Plan ahead

This is even more important in group writing, as everyone is juggling multiple schedules, etc. Procrastination, when trying to maintain a group schedule, can bring everyone down with you. Don't be *that* group member.