

How to tackle topic tasks

The topic task is a more complex task you are asked to deal with at the end of each topic.

This task will require efficient and good cooperation in your group.

You might want to consider the following steps before starting with the task itself:

Talking about the process and its steps

- How much time do we have for the entire task? Are we given a deadline?
- Do we all meet in person or do we exchange some of the results online?
- What exactly do we need for each meeting? Who needs to prepare what?

Talking about how to present our results

- Are we free to choose a way of presenting our results or have we been given a certain format?
- If we choose our own format, how do we agree on one?
- Are we familiar with this format or do we need to learn about it beforehand?
- Who in our group will be responsible for the technical questions that have to do with format?

Talking about the different steps

- Have a look at the different steps or sub-tasks which are involved. Do they have to be taken one after the other or can some be dealt with at the same time?
- Who wants to be in charge of which task?
- Do we have a fair share of responsibility and workload?
- How do we collect and share the different results?

Presenting our results

- How do we present our results to the rest of the class?
- Who is in charge of which part?
- Who is prepared to answer questions?

Looking back

- Are we satisfied with the way we tackled the task?
- What do we like about our results?
- What kind of feedback did we get?
- What could be improved for the next topic task?