

## Being a good team player

Write a report for the school newsletter about being a good team or group member.

In your report write about the following:

- why it is important to be a good team or group member
- what to do to be a good team or group member
- what not to do in a team or group
- how to help people get better at teamwork.

### Organising your report

**Introduction:** outline the topic and the ideas that will be covered.

**Body:** explain your ideas and use a separate paragraph for each idea.

**Conclusion:** summarise your key ideas and actions to be taken.

### Thinking about your reader

Make your writing interesting and write clearly:

- select your words carefully (vocabulary)
- write your sentences correctly (word order and punctuation)
- improve your work (editing - adding or changing some words or sentences).