

**Think:**

Last month, you worked on the project 'How to spend your free time in Leipzig?'

Think back how the working process was for you. Take notes in each part.

**Need help?**

There are
clue cards on
my desk if
you are stuck!

	my reflection
working steps <i>organising your work, allocating roles, tasks</i>	
amount of time <i>duration of the project and the steps, time management, .../</i>	
problems during the work <i>problems you faced</i>	
solutions <i>ways of solving the problems</i>	
evaluating the result(s) <i>outcome of the project (your brochure)</i>	
evaluating the overall work process <i>your work and the work of your group: Where were you successful? Why? Where could you improve and how?</i>	

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	my reflection
working steps <i>How did you organise your work? What did you do firstly, what came next? ...</i>	
amount of time <i>How long did you work on the project? How long did you have for the steps? Which step did take most of the time?...</i>	
problems during the work <i>What problems did you face? How bigsmall were they? .../</i>	
solutions <i>How did you solve the problems? Was it difficult? Who was the best problem solver in your group?...</i>	
evaluating the result(s) <i>What do you think of/about the brochure you made? What parts do you like? What would you do differently the next time (photos, the topics, the colours, font...)/</i>	
evaluating the overall work process Your work: your role in the group, advice to yourself to improve next time The group work: work of your group members, qualities of your group members you liked, working together, advice you give to your group members	

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		my reflection
working steps	<i>How did you organise your work? What did you do first, what came next, ...? First, we... - Then ... - After that ... - At the end ...</i>	
amount of time	<i>How long did you work on the project? ...for three weeks - ...three hours in the school and one hour at home</i>	
problems during the work	<i>What problems did you have? How big/small were they? .../ We didn't concentrate... - We were slow because ... - I forgot my notes at home. - We didn't understand the task</i>	
solutions	<i>How did you solve the problems? Was it difficult? Who was the best problem solver in your group?... We called each other after school and met ... We asked our teacher for help. We checked words in the dictionary. I ... was good at ...</i>	
evaluating the result(s)	<i>What did you think of about the brochure you made? What would you do differently next time? (Photos, the topics, the colours, font, ...)/</i>	
evaluating the overall work process	<i>Your work: What did you do well? What could you do better next time? The group work: What did you like about the group? What could all of you do better next time? With whom would you like to work again and why?</i>	