

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