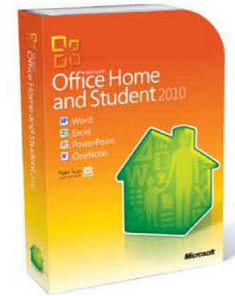




It takes TEAMWORK to MAKE SCHOOL GREAT!



A Teacher's Guide to Promoting Teamwork in the Classroom

Dear Educator,

The beginning of the school year is an ideal time to introduce the concept of teamwork. It's a highly social activity that involves interaction, develops classroom camaraderie, and encourages the exchange of ideas and actions. While there are a lot of great things that kids can do independently, working as part of a team can be equally exciting, rewarding, and fun.

Developed by **Microsoft® Office 2010** and **TIME For Kids**, this special issue features a number of ways to promote teamwork in the classroom. We place particular emphasis on how, by teaming together, kids can develop ideas and construct a plan to make the new school year GREAT. In addition, we highlight how some of the exciting new features of **Microsoft® Office 2010** can be used to help make your classroom GREAT. Now you can communicate, collaborate, and work easily with others from virtually anywhere in the world.

And while we're on the subject of "great", as a teacher we're sure you've got plenty of great ideas of your own for improving school. We encourage you to submit your plan to **Microsoft® Office 2010's "Make Education Great" contest**. One grand prize winner will receive \$25,000* to fund his or her idea. Find inspiration and learn more at makeeducationgreat.com.

We hope you enjoy this special Teacher's Guide and that you take advantage of these unique and important tools. For more tips and ideas on teaching teamwork, please visit timeforkids.com/makeschoolgreat.

Sincerely,

The Editors of TIME FOR KIDS

PS Don't forget to download the FREE trial version of **Microsoft® Office 2010** at makeitgreat.com. Discover firsthand how its new features and functionality can make it easier than ever for you to make teaching great!

QUICK LINKS

timeforkids.com/makeschoolgreat

makeeducationgreat.com

office.microsoft.com

microsoft.com/education



*Grand Prize of \$25,000 will be awarded as \$5,000 to the Entrant and \$20,000 to the Recommended School/Educational Institution

Tips for Promoting Teamwork, Creativity, & Problem Solving in the Classroom

Participation in teams enables students to move from intrapersonal ways of thinking to more interpersonal methods that promote communication and collaboration. It can positively influence all areas of learning, as well as plant seeds for creativity and problem solving.

We asked around for a few suggestions for cultivating a collaborative, more connected classroom. Here's what we learned.

1. Pull, don't push.

Create an environment that piques your students' curiosity and raises questions from them. Encourage them to work together to turn their questions into insights and understanding.

2. Make it meaningful.

Engage kids in ways that have relevance in their world to capture their attention and trigger their imaginations. Allow them to experience the concepts you're teaching firsthand, and then discuss those concepts, encouraging students to use their imaginations to explore them.



3. Put them in the picture.

Encourage students to visualize their role in making their school great by engaging in honest, open conversations about what they would like to see in their school and what they can do to make it happen. It's an exciting way to teach ambition, involvement, and responsibility—as well as core concepts such as social science, math, and literature!



4. Don't be afraid to get a little dirty.

Collaborative learning isn't always neat and tidy. Provide opportunities for students to feel, experience, interact, and build while working together to achieve a shared goal.

5. Don't discount the power of creativity.

Creativity, collaboration, communication, empathy, and adaptability—such traits are no longer “soft skills.” In today's global economy, they are core capabilities that are necessary for addressing our world's complex challenges.

For more tips and tools for facilitating collaboration and creativity in the classroom, be sure to visit timeforkids.com/makeschoolgreat. You'll find fun games for students, downloadable worksheets, tips for brainstorming, and more.

Discussion Starters

TEAMWORK

Name some activities or projects that you have done in the past that required teamwork.

What did you enjoy most about those experiences?

What were some of the benefits of teamwork?

What were some of the challenges?

What sort of qualities or characteristics make up a team player?

What talents and skills can you bring to a team?

Where do you think the saying "No man is an island" comes from?

Can you think of everyday situations outside of school that require teamwork?



BRAINSTORMING

Where do ideas come from?

Where do you find inspiration?

In what ways do teamwork and brainstorming work together?

If you could invent something, what would it be?

It is said that to have a great idea, you should have a lot of them.

What do you think that means?

If you could fix any problem in the world, what would you choose?

What sorts of issues or causes are important to you?



MAKE SCHOOL GREAT

What would you do to help your school go from good to great?

If you could start a club, program, or project at school, what would it be?

What are the top 10 things that are already great about your school?

What are the top 10 things that you would like to improve?



Teamwork, Collaboration, Communication—Great Things Happen with Microsoft® Office 2010

Connect, share and accomplish more while working together with an array of exciting new Microsoft® Office 2010 features, like these:

- Access, edit, and share from virtually anywhere. Microsoft® Office 2010 helps you to get work done—at school, at home, or virtually anywhere you have Internet access. Create your documents in Microsoft® Office 2010, then post them online to access, view and edit. Regardless of where you go, your documents will never be more than a couple of mouse clicks away!*
- Capture your best ideas—wherever they may occur—with Microsoft® Word 2010. Word 2010 offers the best of all worlds: enhanced features—like new photo editing tools and text effects—to create polished-looking documents, plus collaboration tools that make working together a breeze, and the ability to access to your files online.
- Create a digital notebook to capture and share all of your ideas and information. Microsoft® OneNote® 2010 gives you the ultimate place to store and share your information. Capture text, images, video, and audio notes in one easy-to-access location.
- “Show & Tell” goes to new heights with Microsoft® PowerPoint® 2010. Exciting new audio and visual capabilities allow you to embed and edit videos, enabling you tell a crisp, cinematic story that’s as fun to create as it is to watch—in the classroom or online!
- Who said spreadsheets have to be boring? Microsoft® Excel® 2010 makes it possible to analyze, manage and share information in more ways than ever before! Use **Sparklines** to create small charts to quickly highlight data trends. The **Slicer** feature allows you to spend less time sifting and more time analyzing data.

For more information about Microsoft® Office 2010 features, visit makeitgreat.com and download a FREE 30-day trial.

MAKE IT GREAT

Looking for easy tips to share with your students for making the classroom great? Try a few of these.

Make **BOOK REPORTS** Great

- Shadow, bevel, and glow—and make reports sparkle by adding visual flair to your text with **Word 2010**
- Make your report more interesting by adding visual flair with easy-to-use picture editing tools in **Word 2010**
- Use the digital thesaurus in **Word 2010** to find synonyms to make your writing more vivid

Make **RESEARCH PROJECTS** Great

- Transform your ideas into compelling diagrams with **Word 2010**
- Put your presentation into motion with **PowerPoint® 2010**, featuring new video editing effects and new dynamic slide transitions and animations
- Present data and track trends using **Excel® 2010**. Use **Sparklines** to create single-cell charts that bring meaning and context to the data being reported

Make **CREATIVE WRITING** Great

- Start a classroom newspaper and publish it using **Word 2010**. New picture editing tools allow you to create visual impact, add **SmartArt®** graphics and edit photos right in **Word 2010**—no extra software required
- Develop an interactive story with **PowerPoint® 2010**—use new dynamic slide transitions and animation effects to bring your story to life

Make **SOCIAL STUDIES** Great

- Use **PowerPoint® 2010** to recreate notable periods—share your **PowerPoint® 2010** presentation to virtually anyone by posting it online
- Instantly broadcast your **PowerPoint® 2010** presentation by sending a link to where people can view your presentation on the web
- Take a virtual field trip to a foreign country and create a visual scrapbook of your adventure using **OneNote® 2010**
- Collaborate on a calendar of important dates in history with **Word 2010**—with co-authoring, you can edit papers and share ideas with others at the same time

Make **SCIENCE** Great

- Illustrate your ideas and add dimension to data with new charts, graphs, and **SmartArt®** graphics in **Word 2010** and **PowerPoint® 2010**.
- Use **Sparklines** in **Excel® 2010** to create small charts that make it easy to highlight trends in data at a glance

Make **TAKING NOTES** Great

- Create a digital notebook in **OneNote® 2010** to capture and share text, images, video, audio—put all of your thoughts in one central spot

*An appropriate device, Internet connection, and browser are required.

Interested in more ideas for introducing or reinforcing technology skills in the classroom? Visit makeeducationgreat.com for a wide variety of tools and resources including lesson plans, how-to guides and more.

In-Class Activities & Projects That Require Teamwork

PIECES OF A TEAM *(Creative Arts)*

Outline the letters for the word TEAMWORK on large pieces of construction paper. Cut them into smaller jigsaw puzzle pieces so that each student and the teacher receive a piece of the puzzle. Ask each student to write his or her name on a puzzle piece and decorate it any way they wish. Reassemble the word on a bulletin board so that the pieces fit back together.

CLASSROOM COLLAGE *(Critical Thinking)*

Invite your students to create short stories, provide pictures, and find quotes that convey what teamwork means to them. Bring it all together using **Microsoft® Powerpoint® 2010** to create a cool, interactive collage.

RAISE A HAND FOR TEAMWORK *(Language Arts)*

Ask each student to trace an outline of his or her hand on construction paper. Tell them to write words on it that describe qualities about themselves and what they can bring to the team, e.g. creativity, good math skills, patience, etc.

Create a “Teamwork Tree” on a poster board, drawing a trunk and branches with magic markers. Let each of the students glue their hand on to the branches to demonstrate their commitment to being part of a team.

TEAM TALES & POEMS *(Language Arts)*

Explain to the class that they are all about to become authors of a classroom story or poem. Begin by brainstorming different ideas—what type of story it will be (mystery, science fiction, fairy tale), what sort of theme it might have, who the main characters are (people, animals, aliens) and where it might take place. When you’ve finished brainstorming, review all of the possibilities and vote as a class on which ideas you will keep.

Using the elements the class decides upon, write the first sentence of the story on the board. Working through the classroom, ask each student to contribute to the plot by providing the next sentence. As the story unfolds, point out any element that has been left out and needs to be addressed. Once everyone has contributed to the story, work together to create an appropriate ending.

LITERARY SCAVENGER HUNT *(Language Arts)*

In this activity, students work together to find facts and information online to learn about literary classics.

In **Microsoft® Word 2010**, create a document that features a list of 10 to 15 questions or clues—Who wrote *Swiss Family Robinson*? How many books can you find that were written by Rudyard Kipling? Name a book in which a horse is a central character. Name a book in which a wolf plays a central role. Divide the classroom into teams and give them a set amount of time to find as many of the answers as they can online and note them in the document. When their time is up, have each group share what they learned.

PLAN A POTLUCK *(Health)*

Plan a special classroom potluck lunch in which each student brings a healthy dish from home to share and eat with his or her classmates.

FEED THE FISH—OR ANY OTHER CLASSROOM PET *(Science)*

Record feeding times, create growing charts, assemble facts and figures about the origin and characteristics of its species—**Microsoft® OneNote® 2010** lets kids create a digital notebook where they can observe, care for, and learn about their favorite classroom pet.

APPLAUSE FOR A CAUSE *(Critical Thinking)*

Book drives, field trips, a special charity, a student garden—help track, monitor and analyze the donations of a classroom fundraiser using **Microsoft® Excel® 2010** programs.





Where Do GREAT IDEAS Come From?



Ideas start in one of the most surprising and remarkable places—your brain! What are YOU thinking?

Let your imagination go and start thinking about the things you and your classmates can do to help your school go from good to great. Start something, save something, or perhaps change something.

Put your big brain to work and write your ideas in the blanks below.

What do YOU think would make a GREAT ...

Cafeteria?

Classroom?

Playground?

Library?

School Activity?

When you are done, share your ideas with your class. Don't worry if some of them sound wacky or weird—some of the most amazing things happen when you let your imagination run free!

Team Players Are SUPERSTARS!

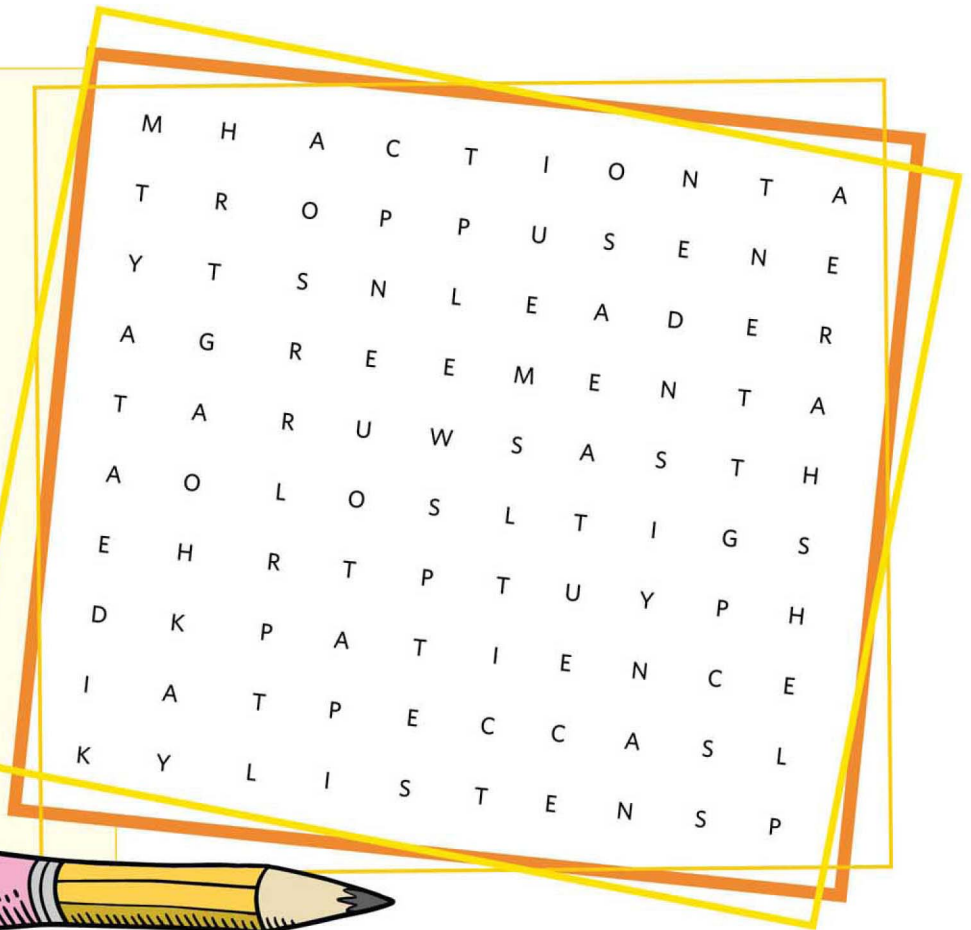
What goes into the makings of a great team? Star team players! Great teamwork happens when each and every member communicates, collaborates, and puts forth his or her very best. The words listed below are just a few of the terms associated with star team players.

WHAT YOU DO

- 1 Circle all the words from the list in the puzzle.
- 2 Use the leftover letters to spell out the answer.

WORD LIST:

- ACCEPT
- ACTION
- AGREEMENT
- HELP
- HONESTY
- IDEA
- LEADER
- LISTENS
- PATIENCE
- PLAN
- SHARE
- SUPPORT
- TEAMWORK
- TRUST



[Answer: It takes many stars to light up a sky!]

Star Saying:

It takes _____
 _____ !

Encourage your child to be a **TEAM PLAYER** and explore different ways to make their school **GREAT!**

Dear Parent or Guardian,

Teamwork. It's an essential skill in the classroom, at home, and in life. As the new school year unfolds, we're laying a foundation for good teamwork by exploring topics that include communication, collaboration, brainstorming, problem solving, and creativity. While sometimes regarded as "soft-skills," in today's global economy we believe they are core capabilities necessary for addressing our ever-changing world's complex challenges.

In school your child will experience teamwork in many different forms. He or she may be asked to work in pairs, small groups, or larger groups on a variety of different projects—in the classroom and outside. We encourage you to continue cultivating this culture of teamwork at home. Whether it is planning a group project, participating in a sport, or taking a team-player approach to chores, there are plenty of ways to promote teamwork at home.

In conjunction with this lesson in teamwork, we are encouraging students to think creatively about how they might team together to do something different to make their school great. Ask them about their ideas for improving schools—perhaps you have a plan of your own! Be sure to enter into **Microsoft® Office 2010's "Make Education Great" contest**. One grand prizewinner will receive \$25,000* to fund the idea. Find inspiration and learn more at makeeducationgreat.com.

Sincerely,

The Editors of TIME FOR KIDS

Interested in increasing collaboration, connectivity, and creativity at home? **Download a FREE trial version of Microsoft® Office Home and Student 2010.** The suite of new, easy-to-use features is specially designed to simplify, streamline, and make home and student life great! For more information, visit makeitgreat.com.



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*Grand Prize of \$25,000 will be awarded as \$5,000 to the Entrant and \$20,000 to the Recommended School/Educational Institution