

# Review: Collaborating

Name \_\_\_\_\_

Date \_\_\_\_\_

**Your Turn** Answer each of the following questions.

1. Collaboration is a form of which process? Explain.

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2. Name three strategies a leader can employ in a group situation.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

3. What are the key parts of a collaboration situation?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

4. Which of the following is good advice for resolving a conflict?

- |   |  |
|---|--|
| a. Always assume the other person is right. | d. Look for weaknesses and pounce.           |
| b. Always assume the other person is wrong. | e. Ask the teacher to resolve all conflicts. |
| c. Allow both sides to calmly explain.      | f. Ignore all conflicts and keep smiling.    |

5. Name two ways to collaborate online.

- a. \_\_\_\_\_
- b. \_\_\_\_\_

6. What is netiquette?

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**Reflect:** Why is collaborating such an important skill to master? What information in this chapter will be the most helpful to you?

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