Guidelines for Group Writing

- Acknowledge or elect a leader
- Acknowledge or examine group members’ strengths
- Strategize through primary collaboration
  - Make a thorough outline
  - Assign the writing based on knowledge areas
  - Give firm deadlines
  - Use dialogue and leadership to overcome and prevent conflict
- Write interactively
  - Revise the document so that everyone has input
  - Meet regularly
  - Give feedback to members, evaluate
  - Revise numerous times
- Address conflict
  - Use leadership
  - Use dialogue
  - Create and apply an evaluation system