

**Name:**

**Instructions:** Fill in the words from the blanks using the video from this [Achieve3000 article](#).  
Check your spelling!

Teamwork makes the dream work, or so they \_\_\_\_\_. In order to work effectively in a group, here are a few things that you should do. Establish the end goal and assign \_\_\_\_\_ based on everyone's skills. Set the \_\_\_\_\_ for all group members early on. Create a deadline to keep you on track. Always \_\_\_\_\_ that everyone's opinion matters, so promote collaboration. Listen and \_\_\_\_\_ with respect. And resolve any conflicts \_\_\_\_\_ and fairly. Start And, finally, share in the blame and the \_\_\_\_\_.