

Unclear Project Chat

PRACTICAL SKILLS · PUT IT IN ORDER

Priya scrolls past a row of identical file icons in her class project group chat. The group's latest plan says, “finish the intro,” which seemed clear enough earlier. One student wrote opening notes, while another built a first slide with no notes. Priya added a source link, but nobody asked what the instruction meant. Now the chat has three versions, and the file names are not helping.

Put the steps in the order that works best.

- [ ] Ask the group for a clear choice: first slide, spoken opening notes, or both.
- [ ] Reread the plan and compare it with the files already posted in the chat.
- [ ] After the group answers, update the shared plan and label the final version clearly.
- [ ] Point out the exact unclear word and the two different ways the group used it.

Think about it: What would change if the group named the unclear word before editing more files?