

# Glossary for SODAS

## **Advantage**

A good point about something. When you are trying to solve problems, look for solutions that have lots of advantages.

## **Collaboration**

Working together to come up with ideas and solve problems. Two heads are better than one!

## **Communication Ground Rules**

Rules that a group agrees to respect in order to promote sharing, trust and active participation on the part of all group members.

## **Disadvantage**

A negative point about something. When you are trying to solve problems, look for a solution or option with few or no disadvantages.

## **Facilitator**

In a cooperative group, you are the person responsible for helping the group stay focused on the issue being discussed. When the group gets “off track” or stuck, you ask questions and make suggestions to try to get the discussion back on track.

## **Observer**

In a cooperative group, you are asked to watch how group members are working together. At the end of the meeting, you are asked to share your thoughts on what went well and what didn't go well.

## **Options**

Possible choices. When you are trying to solve problems, you should think about the possibility of solving the problem in more than one way.

## **Problem Solving**

Activities or steps that you follow to help you find answers to situations or events that are not going well for you or someone else. Good problem-solving skills can be learned and can make you more successful.

## ***Glossary, continued:***

### **Recorder**

In a cooperative group, you are the person responsible for writing down key points of the group's discussion, particularly any decisions made or conclusions reached.

### **Reporter**

In a cooperative group, you are the person who shares the group's results with the rest of the class.

### **Situation**

In problem solving, the "situation" is the problem that needs to be solved. When you describe the situation, think about what is going on and what needs to be changed.

### **Solution**

The answer to a problem. Many times, you will need to try out the option or answer that you have chosen before you know whether or not it will succeed in solving the problem.

### **Timekeeper**

In a cooperative group, you are the person responsible for "keeping an eye on the clock." If the group is spending more than the allotted time on an agenda item, you need to point this out to the group members. It is the group's responsibility to decide how it wants to proceed.

### **Un-Judge**

In a cooperative group, you are the person who makes sure that *all* ideas are recorded and are not judged during the brainstorming phase where options are being listed.