

1. **Form Your Group:** Find 1-2 classmates to be your project partners.
2. **Set Up Communication (Evaluate Digital Modes):**

- As a group, decide on your primary communication tool for quick chats and updates. This could be an **instant messaging** app (like a group chat on a platform you all use).
- Schedule one short **virtual meeting** (e.g., 15–20 minutes) to brainstorm initial ideas and outline your story's plot. Discuss how this meeting software helps you collaborate in real-time.
- Use **email** to send a formal summary of your story idea and assigned roles to your teacher, demonstrating appropriate use of email.

3. Collaborative Writing (Utilize Tools in a Project Environment):

- Choose a **collaborative word processor** (e.g., Google Docs, Microsoft Word Online) as your main tool for writing the story.
- Each group member should be responsible for writing a specific section or character's perspective.
- Actively use the collaboration features:
 - **Simultaneous editing:** Work on different parts of the story at the same time.
 - **Comments:** Leave comments for your teammates to provide feedback or ask questions on their sections.
 - **Track changes/Suggestions:** Use these features to propose edits and review changes made by others.
- Throughout the writing process, use your chosen instant messaging tool for quick questions or clarifications. Discuss as a group how this tool improves your productivity compared to waiting for email replies.

4. Review and Refine (Discuss Productivity):

- Once a draft is complete, schedule another virtual meeting to read through the entire story together and discuss edits. How productive is this real-time review compared to just leaving comments?
- Make final revisions to ensure the story flows well and meets the word count.
- Reflect on which tools were most productive for different stages of the project (e.g., brainstorming, drafting, editing).

Critical Thinking Questions

1. Imagine a team planning a complex event, like a school play or a charity fundraiser. How could choosing an inappropriate communication tool for a specific task (e.g., using only text messages for detailed budget discussions) lead to significant misunderstandings or project delays?
2. When multiple people work together on a single document using shared online tools, how do features that allow real-time changes or commenting contribute to the overall efficiency and quality of their collaborative work? What common frustrations would these features eliminate compared to working individually?

3. Why might a very quick, informal digital message be more effective for one type of project update, while a more structured, asynchronous message (one not requiring an immediate reply) would be better for another, even if both can convey information? What different needs do these communication styles serve?

Questions (5)

1. A group is starting a collaborative storytelling project. They need a tool for quick, real-time chats and updates during their writing process. Which communication tool from the passage would be most effective for this specific need?

MULTIPLE CHOICE

Choose the correct answer:

- A. Email
- B. Instant messaging app
- C. Virtual meeting software
- D. Collaborative word processor

2. A group needs to send a formal summary of their story idea and assigned roles to their teacher. According to the passage, which digital communication tool is most appropriate for this task?

MULTIPLE CHOICE

Choose the correct answer:

- A. Virtual meeting software
- B. Email
- C. Collaborative word processor
- D. Instant messaging app

3. During the brainstorming phase of the project, the group wants to discuss initial ideas and outline their story's plot in real-time. Which tool from the passage is best suited for this interactive, live discussion?

MULTIPLE CHOICE

Choose the correct answer:

- A. Email
- B. Instant messaging app
- C. Virtual meeting software
- D. Shared document platform

4. The passage states that 'Productivity varies: email is good for records, IM for quick replies, and collaborative word processors for co-creation.' If a group values maintaining a clear, searchable history of all major project decisions and formal approvals

MULTIPLE CHOICE

Choose the correct answer:

- A. Instant messaging
- B. Collaborative word processor
- C. Virtual meeting software
- D. Email

5. The passage mentions shared document platforms like Google Drive and Dropbox. What primary function do these platforms serve in digital collaboration?

MULTIPLE CHOICE

Choose the correct answer:

- A. To facilitate instant messaging between team members.
- B. To enable video calls and screen sharing.
- C. To facilitate sharing various file types among collaborators.
- D. To write and edit documents simultaneously.

Answer Keys & Solutions

Questions

1. A group is starting a collaborative storytelling project. They need a tool for quick, real-time chats and updates during their writing process. Which communication tool from the passage would be most effective for this specific need?

MULTIPLE CHOICE

Correct Answer:

- | | |
|---------------------------------|-------------|
| A. Email | ✗ Incorrect |
| B. Instant messaging app | ✓ Correct |
| C. Virtual meeting software | ✗ Incorrect |
| D. Collaborative word processor | ✗ Incorrect |

2. A group needs to send a formal summary of their story idea and assigned roles to their teacher. According to the passage, which digital communication tool is most appropriate for this task?

MULTIPLE CHOICE

Correct Answer:

- | | |
|---------------------------------|-------------|
| A. Virtual meeting software | ✗ Incorrect |
| B. Email | ✓ Correct |
| C. Collaborative word processor | ✗ Incorrect |
| D. Instant messaging app | ✗ Incorrect |

Explanation:

Consider which communication method is highlighted for formal correspondence.

3. During the brainstorming phase of the project, the group wants to discuss initial ideas and outline their story's plot in real-time. Which tool from the passage is best suited for this interactive, live discussion?

MULTIPLE CHOICE

Correct Answer:

- | | |
|-----------------------------|-------------|
| A. Email | ✗ Incorrect |
| B. Instant messaging app | ✗ Incorrect |
| C. Virtual meeting software | ✓ Correct |
| D. Shared document platform | ✗ Incorrect |

Explanation:

Think about which tool facilitates live, spoken interaction and visual sharing.

4. The passage states that 'Productivity varies: email is good for records, IM for quick replies, and collaborative word processors for co-creation.' If a group values maintaining a clear, searchable history of all major project decisions and formal approvals

MULTIPLE CHOICE

Correct Answer:

- | | |
|---------------------------------|-------------|
| A. Instant messaging | ✗ Incorrect |
| B. Collaborative word processor | ✗ Incorrect |
| C. Virtual meeting software | ✗ Incorrect |
| D. Email | ✓ Correct |

Explanation:

Recall which tool is highlighted as being beneficial for documentation and historical tracking.

5. The passage mentions shared document platforms like Google Drive and Dropbox. What primary function do these platforms serve in digital collaboration?

MULTIPLE CHOICE

Correct Answer:

A. To facilitate instant messaging between team members.

✗ Incorrect

B. To enable video calls and screen sharing.

✗ Incorrect

C. To facilitate sharing various file types among collaborators.

✓ Correct

D. To write and edit documents simultaneously.

✗ Incorrect

Explanation:

Think about how these platforms help group members access and distribute project materials.