

# USING STUDY GROUPS TO INCREASE LEARNING

**STUDENT SUCCESS CENTER  
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1. The size of the group is important. It can involve as few as two, but a more desirable number is between three to six. Then if one member cannot make the meeting, the group can still carry on. Members should be taking the same course, and be able to get together on a regular basis.
2. One person should act as a Chair, to see that the method is carried out correctly, without too much idle talk or one person getting excess “air time”.
3. An agenda should be prepared for each meeting, with each member responsible to report on or explain a section of the reading or to give the answers to selected questions.
4. All members must do their homework of preparing for the meeting, each preparing his/her assigned parts, and all making themselves familiar with all the material.
5. The group meeting should be conducted to cover all the reports within the planned time – from one to two hours depending on the agenda. Each person should make his/her presentation so good that it “teaches” the material to the others. Then the presentation should be questioned and discussed freely and thoroughly, with everyone participating. Finally, each should make brief notes on the important ideas that were brought out.
6. The next step is to take about five minutes to talk about the value of the session, and in particular to discuss ways in which each member could make it better next time.
7. The final step is to plan the agenda for the next meeting, after which members may reward themselves by socializing.

