As a result of effective communication and meaningful contributions, my experience in Small Group Communication class this semester has been a positive one. I was fortunate enough to be part of a group that is full of hardworking, caring students who take all of their projects seriously. Throughout this letter, I would like to describe how I contributed to this positive climate by describing my roles and how I carried out my responsibilities. Furthermore I will study my role in conflict resolution, as well as how I can improve my small group interactions in the future. Overall this summary will explain my contributions and abilities in the area of small group communication.

When participating in small group projects, members usually end up taking on more than one role. In our decision making project, I often served as a clarifier/summarizer when points in discussion became unclear or needed to be restated. I also felt that I was an encourager in many cases, and this may come from previous group experiences in cheerleading. Like other members of the group, I took on the role of an information giver frequently when putting together papers or reports. Throughout the problem-solving project, we assigned more specific roles in the group that would be primarily carried out by particular people. My role was a secretary, with my main function being organizing and typing the formal reports. In this context, I would often seek and offer information, and would compile the input given from other group members. Then I would carefully compile the information, turn in rough drafts, and revise the reports. I put a lot of work into making sure that these reports contained all the
necessary information, and I tried to make sure that everyone had input by involving group members in the revision of these reports. Furthermore, I recorded anything we talked about during group meetings and updated the group as to what questions still needed to be answered or corrected.

It is very difficult to recall any instances where our group experienced conflict. There will always be times when members experience differences in opinion, but we have been able to keep these differences from interfering with the effectiveness of our group’s functioning. Therefore, I feel that I should describe how I have been able to contribute to the positive climate of our group that has kept us from encountering serious conflict. First of all, I feel that I have a very positive attitude when it comes to group tasks. As I have learned in other group situations, a negative comment from one person will put a damper on everyone else in the group, so I try to have an upbeat attitude toward any projects that we come across. Furthermore feel that I have a good work ethic, and when others see that I think it motivates them to try their best. Throughout our problem-solving project, although I was not in a leadership position, I felt that I was a leader by example, and I think this helps keep the group moving in the right direction.

While our small group has many positive characteristics, there is always room for improvement. Personally, I feel that I could improve in voicing my opinion more often. In some peer evaluations, they say that I could participate more in group discussion, but it can be quite difficult to participate as much as I would like to when I have to write down everything that is discussed so I can include it in our reports. I took my role as a secretary very seriously and tried to be as thorough as possible with it. If there is another time when I do not have to write everything down, I would try to voice
my opinions more frequently. Many times I provide the group with objective
information, but not always my opinions regarding how things should happen. I feel that
I could be a most effective group member if I voice my opinion in moderation.

I feel that I have made positive contributions to enhance the functioning of our
small group. I have carried out multiple roles that have resulted in a positive overall
climate. I also carried out my responsibilities as a secretary thoroughly and effectively
through involving all group members and turning in reports in a timely manner. Keeping
a positive attitude and leading by example has been a factor that contributed to our
group's lack of major conflict. The group that I have been a part of has been a source of
motivation, and makes me want to continue to improve my small group interaction in
future situations.