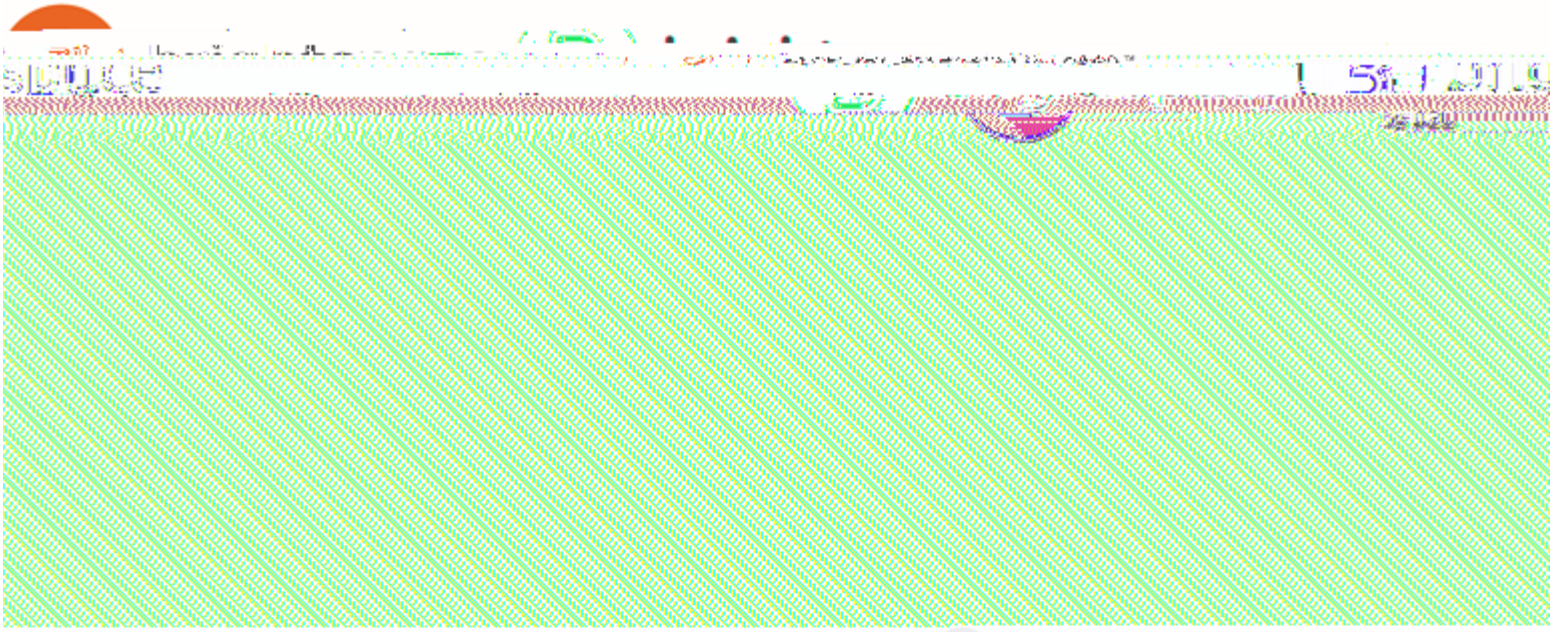
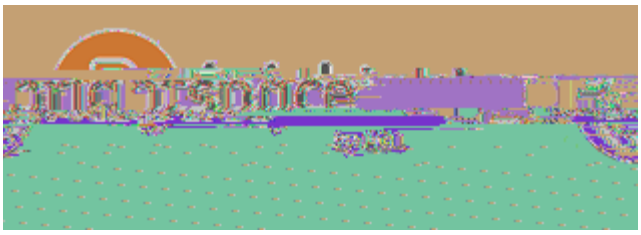


!"#$%&'()*+,-+)".#.$,/.0#"1.2+.&,34567,

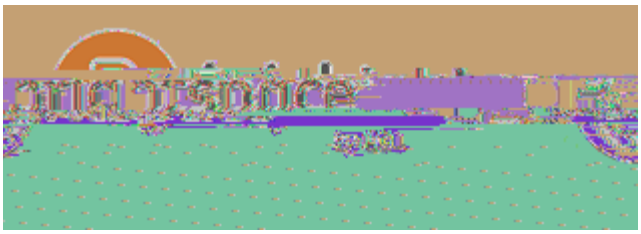
Collaboration and Communication - Instructor Guide

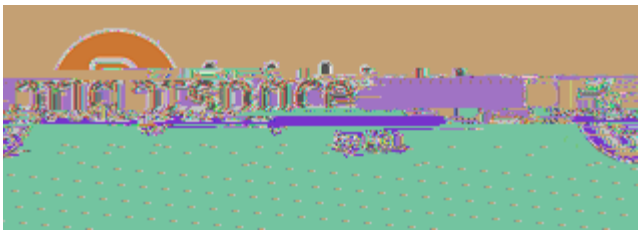


!

81.&+.&',

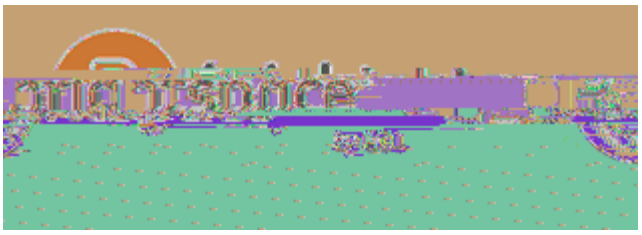
"#$%&'()!$*+(,'!*-.)#/0!!!





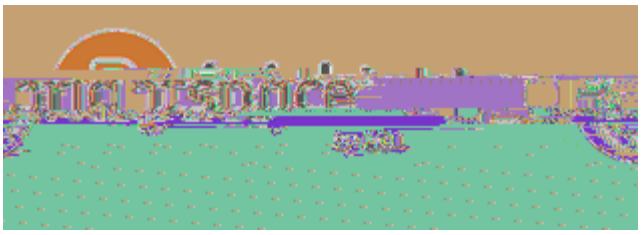
!

' & +-4lllllll

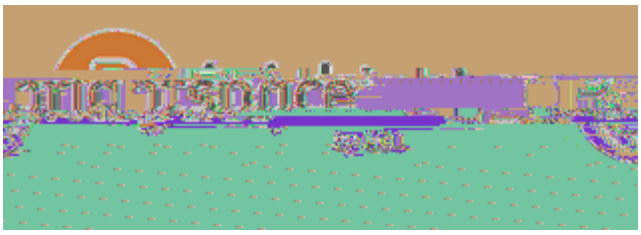


!

+ ((# % ($ ' & ' ( ) . ! 1111111111



!



!

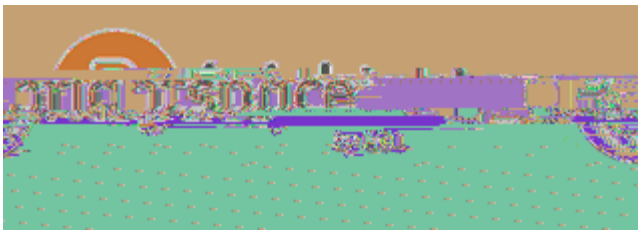
!=1$,

8"+)&+,),>=1$,

&L!3PEO

3PEO!Q GHRN

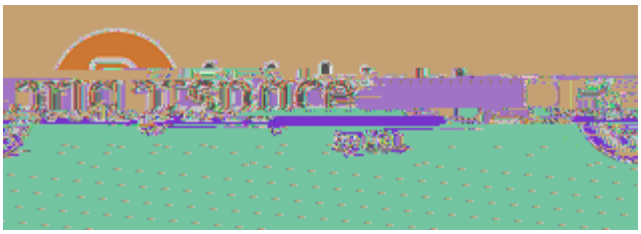
3PEO!4CDH



!

.AHHCFOD

.AHHCFO	"ADRKCSHCEF

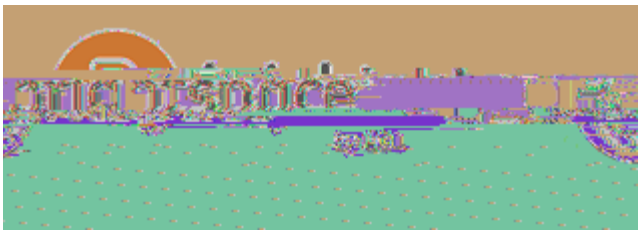


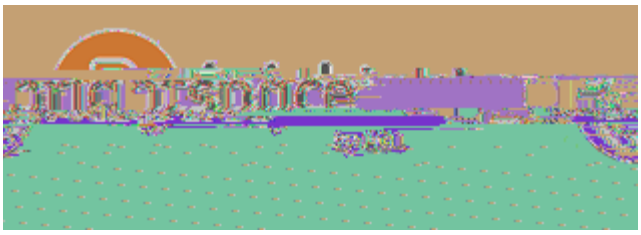
!

'FHKL!"GHA

(ET

.GBA

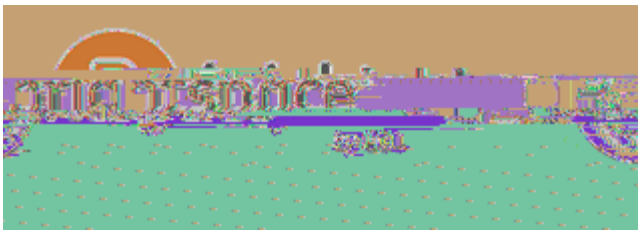




!

.GBA

l) .)$+,*%)&,%#'&1"<,

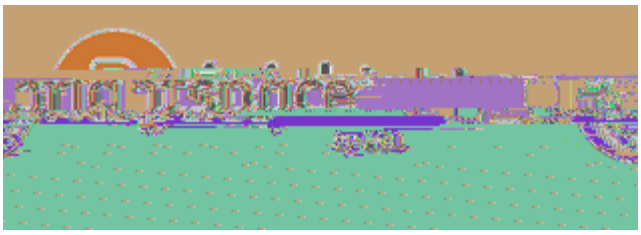


!

, AFAKGP!$NGH

$KAGHA

8"+)&+,),(+"'1.)=,*%)&,

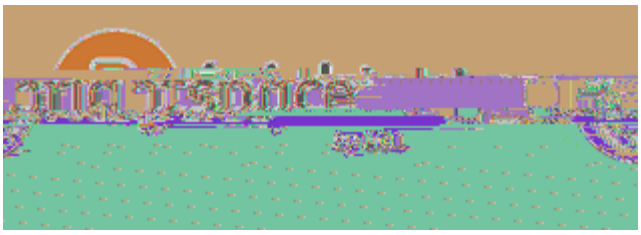


!

. AFW! ' FKEPP J AFH!A J GCP

' FKEPP

/ . "1=, : ' +"' ,E"1 2 ,) ,KLK,1",8G@,E#=+,



!

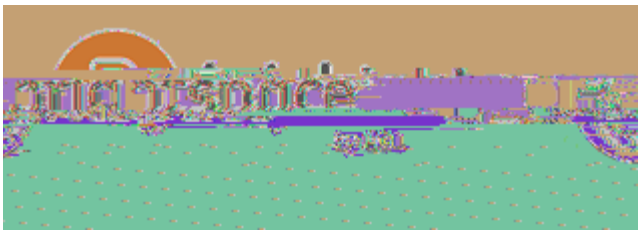
? %<,)"+,&)>',#2 (1"&) .&,#. ,&%+,8=) ' '=#'&,&11=P,

G+&,A%#*%,&)>',) ((+)",#. ,8=) ' '=#'&,

$PGDDPCDH

$PGDDPCDH

. AHHCFOD



!

8"+)&+,),B#'*:''#1.,&1(#*,

"CDRIDDCEFD

"CDRIDDCEFD!4CDH (AT! (AT!)ESCR

;EKIJ!

(AT!;EKIJ

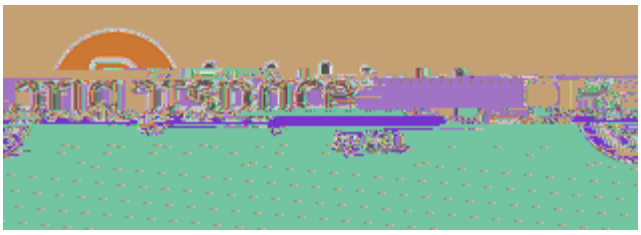
.GBA!GFW!$PEDA

8"+)&+,),B#'*:''#1.,&%"+)B,

"CDRIDDCEFD

.HGKH!G!(AT!)NKAGW

=CF!)NKAGW



!

=EDH

H+(=<,&1,),B#'*:''#1.,&%"+)B,

"CDR I DDCEFD

!/ASPL!HE!)NKAGW

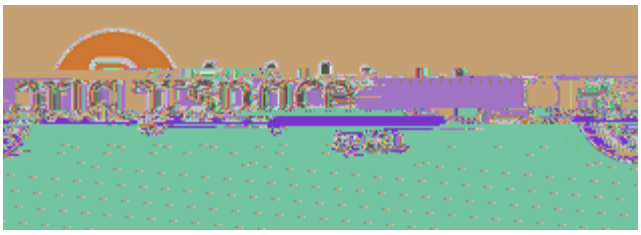
! / ASPL

+WW!EKCOCFGP!SEDH!HA[H

=EDH!GD!+FEFL J E I D

. I VDRKCVA!HE!HNCD!HNKAGW1

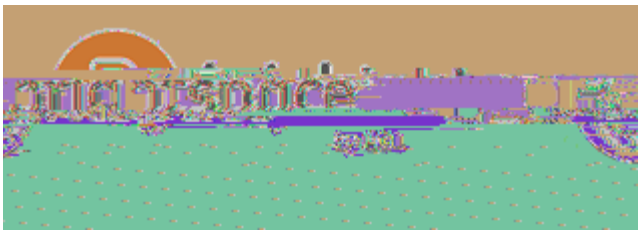
+HHGRN J AFHD



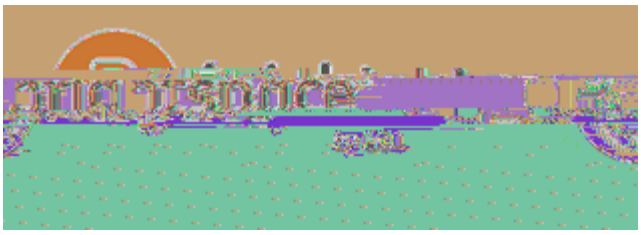
!

M.':>'*"#>+,E"12,.1&#E#*)&#1.',

"CDR I DDCEFD

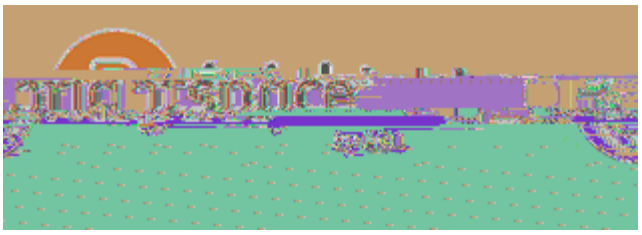


!



!

C>1:&,21B+")&+B,B#'*:''#1.,&1(#*',

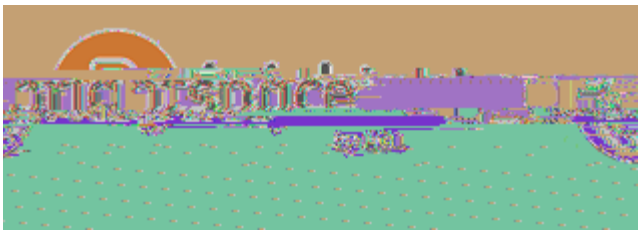


!

C''+''#.$,B#'*:''#1.',

C''+''2+.&,2+&%1B',)0)#=)>=+,E1",),B#'*:''#1.,

$GPR I PGHCEF! J AHNEW	" AMCFCHCEF



!

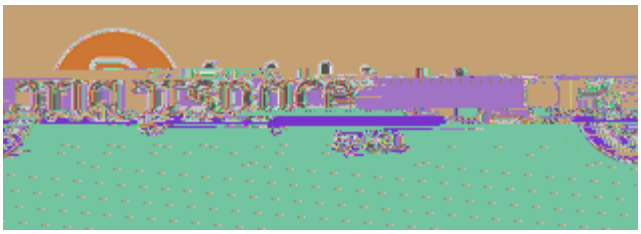
, KGWA!-HA J

(A T ! , KGWA!-HA J

. REKA!# I H!#M!

+WW! / I VK©R!

$KAGHA! / I VK©R!©F! (A T ! Q©FWE T



!

=EDH! . REKA

) ESCR! . REKA

#BAKGPP! . REKA) ESCR!

. REKA $PAGK!#BAKKCWA) ESCR! . REKA

, AFAKGP! ; AAWVGRU

= I VPCDN!DREKA!EF!DGBA

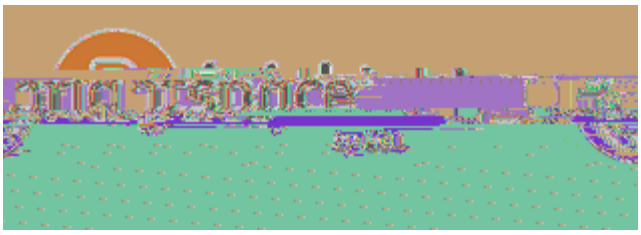
, AFAKGP! ; AAWVGRU

. GBA!GFW!$PEDA

C''#$.,'*1"+',&1,:'+"',E"12,&%+,C''+'',K1(#*,()$+,

+DDADD!) ESCR

+DDADD!) ESCR



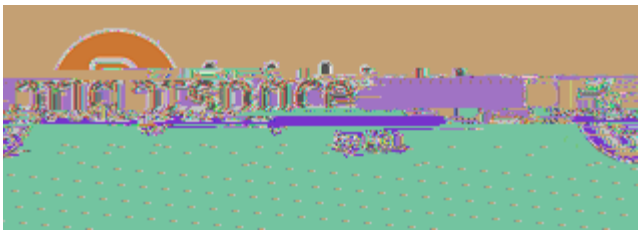
!

! , AFAKGP! ; AAWVGRU

= I VPCDN!DREKA!EF!DGBA

, AFAKGP! ; AAWVGRU

-#.0,),B#'*:''#1.,)''+''2+.&,&1,),$")B+,#&+2,



!

! ' WCH!) ESCR

VdARHCBAD!

+WW!

+DDADD J AFH

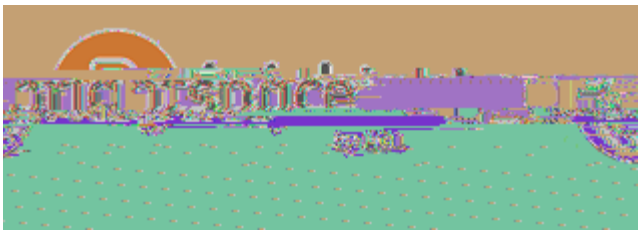
. APARH! / I VKCR!

$KAGHA! / I VKCR!CF! (AT!QCFWET

$KCHAKCG!

) NA!GRHCBCHL!CD!KAe I CKAW!HE!RE J SPAHA!PAGKFCFO!EVdARHCBA1!

) NKADNEPW!

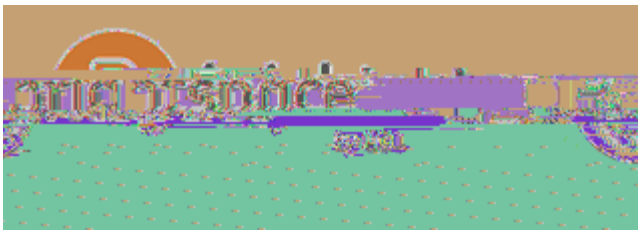


!

/ 2)#=,

/ 2)#=,10+"0#+A,

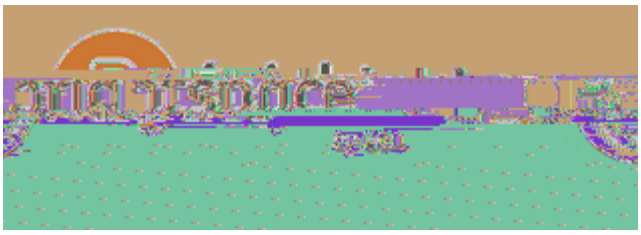
9#')>=+,<1 : ",*1 : "' +,)BB"+' ',>110,



!

Q"1 : (',

!+'&,(")*&#*+',E1","'+&&#.$,:(,$"1:('



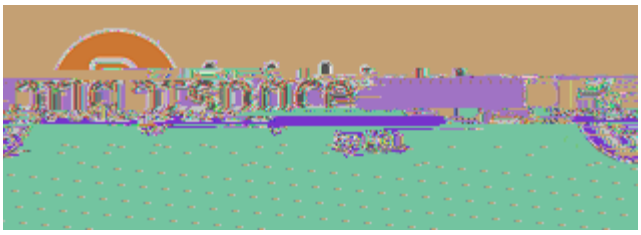
!

! + ' &, (") * &# * + ' ,E1",$"1 : (,+ . "1= 2 + . &,

' FKEPP J AFH!) LSA f!EM! , KE I SD! ! (I J VAK!EM! , KE I SD

+ I HEgAFKEPP!FA T ! I DAKD! / GFWE J C^A! I DAKD!CF!OKE I SD!

. AH! I S!WCDR I DDCEF!GKAGD!



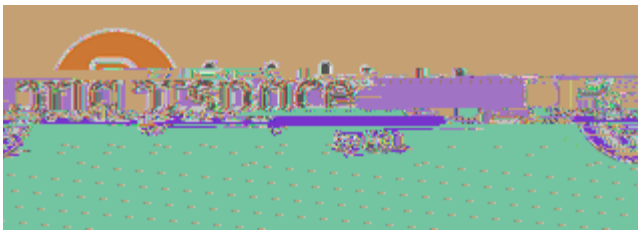
!

8"+)&+,),$"1 : (,

, KE I SD

& GFGOA! , KE I SD! XCA T !$GHAOEKCAD

+WW! , KE I S

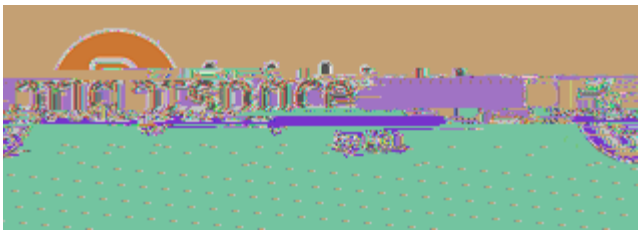


!

Q"1 : (,+ . "1= 2 + . &,&< (+ ',

' FKEPP J AFH!) LSA! # SHCEF	" ADRKCSHCEF

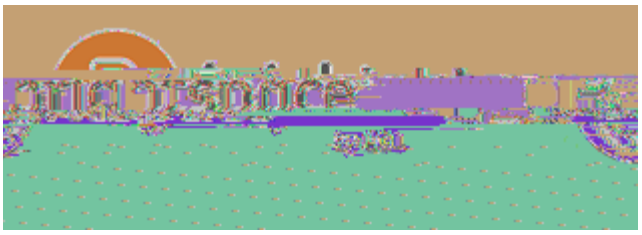
f !EM! , KE I SD!h!



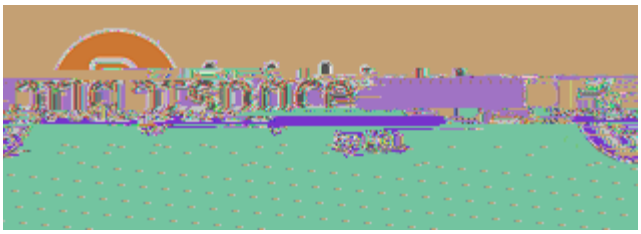
!

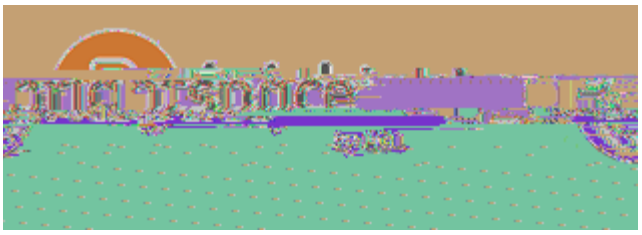
	' FKEPP!%DAKD

f!EM! , KE I SD

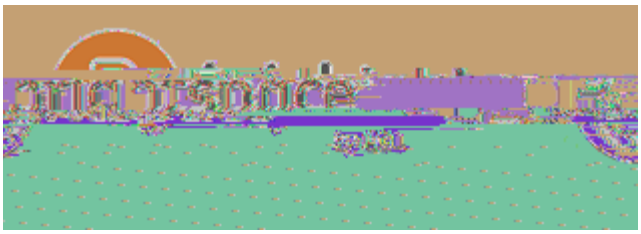


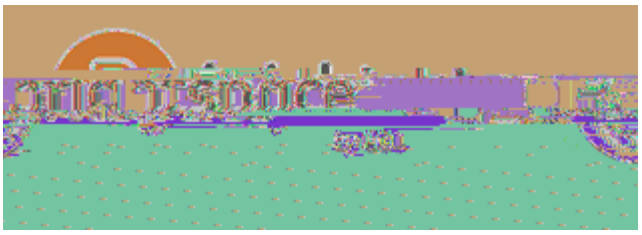
!



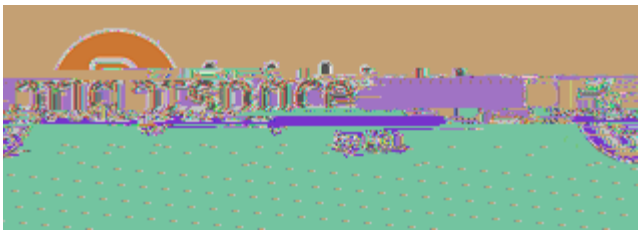


!





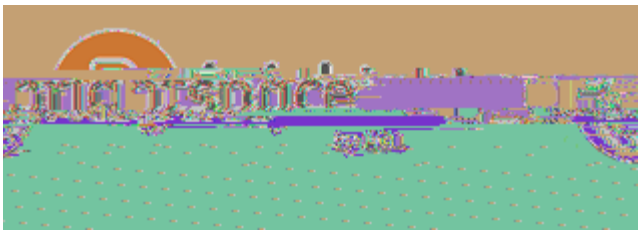
!



!

G+''#1.',>)'#*',

?%)&,#',),'+)&#.$,*%)"&,'+''#1.P,



!

8"+)&+,),'+''#1.,#.,'+)&#.$,*%)"&,

3AMEKA!LE I !VAOCFj

$KAGHA!G!$NGKH .GBA!

/ AMKADN!.AGHCFO!$NGKH!4CDH!

$KAGHA!'BAFH

$KAGHA

K")*0,'+''#1.,)&&+.B).*+,).B,()"&#*#()&#1.,

.AGHCFO!$NGKH

=KADAFH

+VDAFH! %FA[RIDAW!+VDAFRA 'RIDAW!+VDAFRA

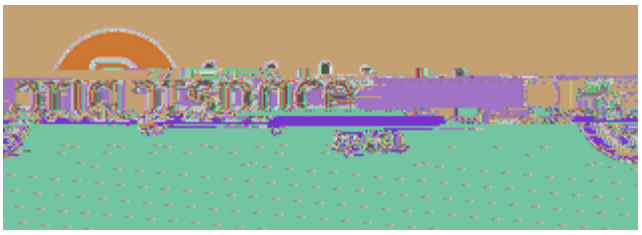
4ADD! &EKA!

+WW!$EJ J AFH

C..1:.*+2+.&',

8"+)&+,).,C..1:.*+2+.&',#&+2,

+FFEIFRA J AFHD (AT!+FFEIFRA J AFHD!-HA J



!

+PTGLD!DNET!DHGKH!WGHA

+FFE I FRA J AFHD

. HGKH! " GHA ' FW! " GHA

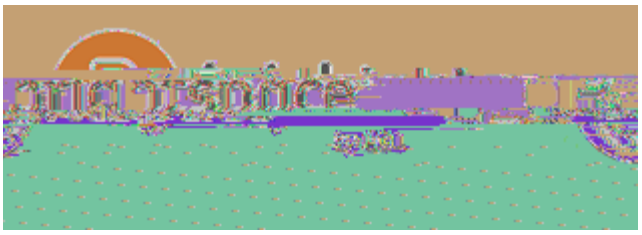
. HGKH! " GHA

+FFE I FRA J AFHD

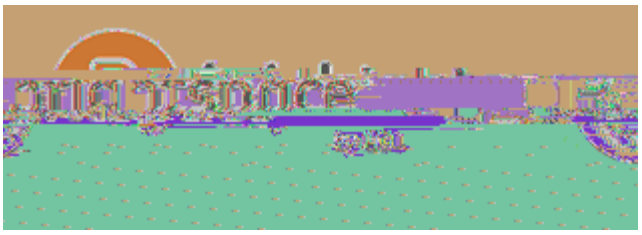
+FFE I FRA J AFHD

/ A J EBA!+FFE I FRA J AFHD!

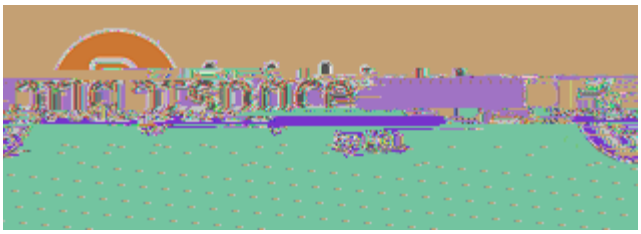
CHA J !VGDAW!EF!AFW!WGHA

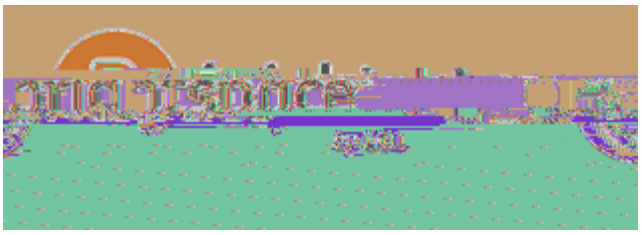


!



!





!

C>1:&,9W-,