

Reporter

Role: Reporter

Things to Do:

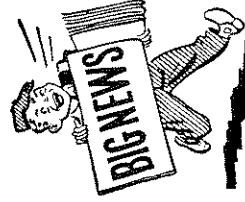
Acting as spokesperson for the group in reporting its progress or giving oral responses

Things to Say:

“Will you please explain this so that I can speak to it?”

“What do you want me to emphasize?”

“What is our team opinion on this?”



Group Recorder

Role: Group recorder



Things to Do:

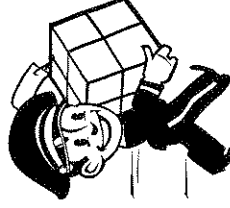
Write down the group's ideas, decisions, responses, and answers.

Things to Say:

"Say that again so I can write it down."

"Let me record that."

Messenger



Messenger:

Things to Do:

Seeking or sharing information with the teacher or another group

Things to Say:

“What do you want me to ask the other group?”

“Does anyone have any ideas we can discuss before I ask the teacher?”

“What information do we want to share with the other groups?”

Materials Collector

Role: Materials collector

Things to Do:

Gathering needed materials from the teacher or other central location and collecting them at the end of the activity and cleanup

Things to Say:

“Double check the list, what other materials do we need?”

“Let’s all clean up our table.”



Final Copy Scribe

Final copy scribe

Things to Do:

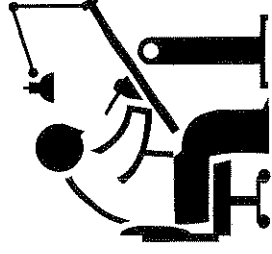
Write the final version that will be turned in.

Things to Say:

“What will we title this?”

“What will the heading be?”

“How should we word this?”



Illustrator

Illustrator

Things to Do:

Drawing accompanying diagrams, pictures, and so forth

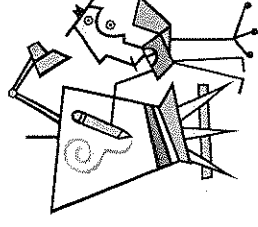
Things to Say:

“What type of picture should we include?”

“How should I set-up the graph?”

“What type of color coding should we do?”

“Will you please make help fill this in while I finish this drawing?”



Facilitator Cheerleader /

Cheerleader/facilitator

Things to Do:

Encouraging the group, keeping them on task and gets the team to show appreciation for the accomplishments of members or the team as a whole



Things to Say:

“Do you agree John?”

“Christine, what do you think?”

“You always have an interesting opinion, Karen.”

Timekeeper

Timekeeper

Things to Do:

Watching the time and pacing the group through the task.
Keep everyone on task.

Things to Say:

“Have we done problem four yet?”

“Let’s finish”

“We have 5 more minutes left, we need to work harder.”



Monitor

Monitor

Things to Do:

Check for errors, proof-reading and leads the group in looking back over processes and summarizing knowledge.

Things to Say:

“Does anyone have any questions?”

“How can we improve next time?”



Coach / Checker

Coach / Checker:

Things to Do:

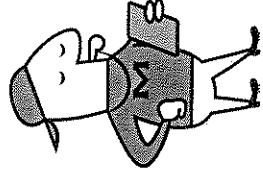
Makes sure that everyone has mastered the material, and is careful not to do problems for others.

Things to Say:

“Liz, can you explain it in your own words?”

“Tell me the step as you do the problem”

“Will you please explain this?”



Encourager / Gatekeeper /

Gatekeeper / Encourager

Things to Do:

Ensures that everyone is equally participating and brings out the reluctant students.

Things to Say:

“Let’s try again; we can do it.”

“I know you can do it Sam, keep trying.”

“Do you agree Aaron?”

“Dave, what do you think?”

