

- Pay attention to what other group members need.
- No one is done until everyone is done.
- Play your role in the group.
- Help others do things for themselves.
- Listen and pay attention to what is being said.
- Explain by telling how.
- Be concise.
- Rephrase and build on others' ideas.
- Everyone contributes.
- Everybody helps.

Facilitator

Role

- Makes sure everyone understands the instructions.
- Makes sure all group members participate.
- Helps people ask for and get help when needed.
- Keeps the group on task.
- Sees that all roles are being performed.
- Encourages group discussion.
- Calls the teacher over for help if necessary.

Facilitator Says or Asks

- Who will read the directions?
- Does everyone understand?
- Does anyone have a question?
- Who can show us how to do it?
- What is your opinion?
- How can we get back on task?
- Can we answer our own question?
- What question do we need to ask the teacher?
- Are we finished?

Harmonizer

Role

- Makes sure communication lines are open.
- Makes sure there are no put-downs.
- Encourages positive responses.
- Recognizes effort and contributions by individuals.
- Makes the group aware of individual contributions.
- Helps the group come to agreement.
- Helps the group form consensus.

Facilitator Says or Asks

- What do you think?
- [Name] has a good idea. How can we build on it?
- [Name], you did a good job on the task.
- What part don't you agree with?
- How can we change this so everyone can accept it?
- What would you like to do?
- Can we all agree on this?
- Can you say that in a different way?

Reporter

Role

- Makes sure the group product is completed and represents the group's best effort.
- Organizes the group's report for the class.
- Summarizes the activity to introduce the report to the class.
- Reports to the teacher and/or class on how the group worked together.
- Makes sure that all parts of the project are correctly labeled and turned in on time.

Facilitator Says or Asks

- What do we need to do to complete this assignment?
- What is our final product supposed to be?
- What do we want to show in our report?
- What is the main idea for this activity?
- How can we show the main idea in our report?
- How do we want to put all of this together?
- How shall we present this to the class?
- Is this our best effort?
- Are we ready for the presentation?

Recorder

Role

- Makes sure that everyone has notes or diagrams from the discussion/research.
- Records all the group's thoughts and ideas.
- Makes sure everyone completes their individual report.
- Helps the group identify different parts of the task.

Facilitator Says or Asks

- What does everyone think we should write down?
- Does anyone need help with their notes or diagrams?
- Does everyone have the notes and diagrams they need?
- Does anyone need help with the individual report?
- Does everyone have the individual report?
- What are the different parts of this assignment?

Materials Manager

Role

- Makes sure that all supplies and materials needed for the task are available.
- Makes sure that materials are used properly and safely.
- Supervises the cleanup and returns all materials.
- Sees that the group's work space is clean and orderly.

Facilitator Says or Asks

- What materials do we need?
- Do we need anything else?
- What can we use to _____?
- Are you through with _____?
- Are you using those materials correctly?
- Will you help clean up and return these materials?

Resource Person

Role

- Looks up additional information for the group.
- Shares all additional information with everyone.
- Helps the group assign time limits to the task.
- Keeps the group aware of how much time is left.
- Encourages all members to make good use of the time.
- Puts away all additional resource materials used by the group.

Facilitator Says or Asks

- How much time do we need to do each part of the task?
- What words do we need to look up?
- What other sources of information could we use to help us?
- We have _____ minutes left.
- Can we move to the next part of the task now?
- It's time to clean up.
- Will you help put away the resource materials?