<table>
<thead>
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<th>Group Roles: Making Group Work More Effective, Efficient, Fun</th>
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| **MANAGER**
| “Come on, let’s get moving. No slacking.”
| **Participate** actively.
| **Keep track** of time, so your group can meet the goals for the day.
| **Push** everyone to get all their work done and to stay focused on your tasks.
| **Make sure** everyone does his or her assigned job. |
| **DOCUMENT CONTROL**
| “Let me see if everyone is on board with this question before I write down the answer and we move on.”
| **Participate** actively.
| **Write Down answers** for the group.
| **Double-Check** work before you record anything.
| **Check in** with all group members before moving on. |
| **READER**
| “Okay, I’ll read the activity out loud for everyone.”
| **Participate** actively.
| **Read every word in the activity**, so everyone follows the same order of activities.
| **Read slowly enough** that other group members can read along and process the information well. |
| **ENCOURAGER/CHEERLEADER**
| “You did a great job on your task today!”
| **Participate** actively.
| **Notice** and **tell** other members what they are doing to help your learning group succeed.
| **Suggest** specific actions that each member can take to improve how well the group works together to meet goals. |
| **(Sometimes) SPOKESPERSON**
| “Here’s what my group found out…”
| **Participate** actively.
| **Ask questions** of the teacher; **report out** your group’s data to the class; **interact with other groups** to compare results.
| **Write answers** on the white board, under the document camera, on a flip chart page, or wherever the teacher asks you to do so. |