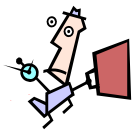
Group Roles: Making Group Work More Effective, Efficient, Fun

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 onboard 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.