

# Set #1

<p style="text-align: center;"><b>Facilitator</b></p> <p><b>Make sure team starts quickly and remains focused during the activity.</b></p> <ul style="list-style-type: none"> <li>• Assign tasks for collecting and distributing materials as needed.</li> <li>• Assign roles like reader, technician or significant figure checker.</li> <li>• “I think we have everything, are we ready to begin?”</li> </ul> <p><b>Takes care of time management.</b></p> <ul style="list-style-type: none"> <li>• Keep an eye on the clock.</li> <li>• Keep team moving forward and communicate about discussion deadlines.</li> <li>• “I think we need to focus on ____, so we complete this section on time”.</li> <li>• We have ____ minutes before we need to discuss this. Let’s get this done.”</li> </ul> <p><b>Make sure all voices in the team are heard.</b></p> <ul style="list-style-type: none"> <li>• Address team members by name and ensure that everyone contributes.</li> <li>• Encourage team members who are quiet or need more time to contribute.</li> <li>• “(Name), what do you think about ...?”</li> <li>• “I would like to hear what you think, (name).”</li> </ul>	<p style="text-align: center;"><b>Reflector</b></p> <p><b>Guides consensus-building process; team must agree on responses to questions.</b></p> <ul style="list-style-type: none"> <li>• “Would you all agree that ____ is a good answer for question number ____?”</li> <li>• “Could you please rephrase what you just said?”</li> <li>• “Is your answer completely supported by your explanation?”</li> <li>• “Would that response make sense to someone from another team?”</li> </ul> <p><b>Observes team dynamics and behavior with respect to the learning process.</b></p> <ul style="list-style-type: none"> <li>• Is everyone in the team participating?</li> <li>• Are team members listening carefully to each other?</li> <li>• Are team members being patient and respectful of each other?</li> </ul> <p><b>Reports to the team periodically during the activity on how the team performs.</b></p> <ul style="list-style-type: none"> <li>• “Let’s stop for a minute. I have a couple comments on what we are doing well and a suggestion of how we could be more productive.”</li> <li>• “Let’s wait for (name) to catch up before we move on.”</li> </ul> <p><b>Be ready to report to the entire class about how well the team is operating.</b></p>
<p style="text-align: center;"><b>Presenter</b></p> <p><b>Communicates team questions and clarifications with the teacher or other teams. (This is the only team member designated to do so.)</b></p> <ul style="list-style-type: none"> <li>• “Our team is confused about how ____ relates to ____.”</li> <li>• “Our team reached consensus that the answer to number ____ was ____.”</li> </ul> <p><b>Ensures all team members have had a chance to respond before asking outside sources.</b></p> <ul style="list-style-type: none"> <li>• “Does anyone in our team know the answer to ____?”</li> <li>• “Before we ask the teacher, could someone clarify the answer to...”</li> </ul> <p><b>Ensures that everyone in the team agrees on what to ask if an outside source is needed.</b></p> <ul style="list-style-type: none"> <li>• “Does everyone agree we need to find out ...?”</li> <li>• Presents conclusions of the team to the class, as requested.</li> <li>• “The reasoning we used to answer number ____ was ...”</li> </ul>	<p style="text-align: center;"><b>Recorder</b></p> <p><b>Records the names and roles of the team members at the beginning of each activity.</b></p> <p><b>Records the important aspects of group discussions, observations, insights, etc.</b></p> <ul style="list-style-type: none"> <li>• “This seems like an important conclusion. Let’s stop for a minute so I can get this into our report.”</li> <li>• “That was a great insight. Do you mind (name) if I quote you in our group’s report?”</li> </ul> <p><b>The recorder’s report is a log of the important concepts that the group has learned.</b></p>