

# MANAGER

---

- **Helps the team get started on time and remain focused.**
  - *“I think we have everything listed here; are we ready to begin?”*
  - *“We're getting off topic; could we talk about that after class?”*
- **Takes care of time management; keeps an eye on the clock.**
  - *“I think we need to focus on \_\_\_\_\_ so we complete this section on time.”*
  - *“Let's skip this question for now until we can ask the instructor for help.”*
  - *“We have \_\_\_\_\_ minutes before we need to discuss. Let's get this done.”*
- **Makes sure that all voices in the team are heard and respected.**
  - *“(Name), would you be willing to read question \_\_\_\_\_ out loud?”*
  - *“(Name), what do you think about our team's answer to \_\_\_\_\_?”*

# MANAGER

---

- **Helps the team get started on time and remain focused.**
  - *“I think we have everything listed here; are we ready to begin?”*
  - *“We're getting off topic; could we talk about that after class?”*
- **Takes care of time management; keeps an eye on the clock.**
  - *“I think we need to focus on \_\_\_\_\_ so we complete this section on time.”*
  - *“Let's skip this question for now until we can ask the instructor for help.”*
  - *“We have \_\_\_\_\_ minutes before we need to discuss. Let's get this done.”*
- **Makes sure that all voices in the team are heard and respected.**
  - *“(Name), would you be willing to read question \_\_\_\_\_ out loud?”*
  - *“(Name), what do you think about our team's answer to \_\_\_\_\_?”*

# P R E S E N T E R

---

- **Communicates questions and clarifications to the instructor and other teams.**
  - “Our team is confused about how \_\_\_\_\_ relates to \_\_\_\_\_.”
  - “Our team found the answer to number \_\_\_\_\_ by \_\_\_\_\_.”
- **Ensures that all team members reach consensus before asking outside sources.**
  - “Does anyone in our team know the answer to \_\_\_\_\_?”
  - “Before we ask the instructor, could someone clarify \_\_\_\_\_?”
  - “Does everyone agree that we need to find out \_\_\_\_\_?”
- **Presents conclusions of the team to the entire class (when part of the activity).**
  - “This seems like an important idea. How can we rephrase that?”
  - “The reasoning we used to answer number \_\_\_\_\_ was \_\_\_\_\_.”

# P R E S E N T E R

---

- **Communicates questions and clarifications to the instructor and other teams.**
  - “Our team is confused about how \_\_\_\_\_ relates to \_\_\_\_\_.”
  - “Our team found the answer to number \_\_\_\_\_ by \_\_\_\_\_.”
- **Ensures that all team members reach consensus before asking outside sources.**
  - “Does anyone in our team know the answer to \_\_\_\_\_?”
  - “Before we ask the instructor, could someone clarify \_\_\_\_\_?”
  - “Does everyone agree that we need to find out \_\_\_\_\_?”
- **Presents conclusions of the team to the entire class (when part of the activity).**
  - “This seems like an important idea. How can we rephrase that?”
  - “The reasoning we used to answer number \_\_\_\_\_ was \_\_\_\_\_.”

# RECORDER

---

- **Verifies that everyone's individual responses are of high quality.**
  - *“Are all of our answers to number \_\_\_\_\_ consistent on paper?”*
  - *“When you read (name)'s answer, do you see any differences?”*
- **Guides consensus building process; helps team agree on responses.**
  - *“Would you all agree that \_\_\_\_\_ is a good answer for number \_\_\_\_\_?”*
  - *“Is your answer completely supported by the explanation you gave?”*
  - *“Would that response make sense to someone from another team?”*
- **Ensures that accurate revisions happen after class discussions.**
  - *“Let's go back and revise what we wrote down for problem \_\_\_\_\_.”*
  - *“How did everyone show their work during that last exercise?”*

# RECORDER

---

- **Verifies that everyone's individual responses are of high quality.**
  - *“Are all of our answers to number \_\_\_\_\_ consistent on paper?”*
  - *“When you read (name)'s answer, do you see any differences?”*
- **Guides consensus building process; helps team agree on responses.**
  - *“Would you all agree that \_\_\_\_\_ is a good answer for number \_\_\_\_\_?”*
  - *“Is your answer completely supported by the explanation you gave?”*
  - *“Would that response make sense to someone from another team?”*
- **Ensures that accurate revisions happen after class discussions.**
  - *“Let's go back and revise what we wrote down for problem \_\_\_\_\_.”*
  - *“How did everyone show their work during that last exercise?”*

# REFLECTOR

---

- **Observes team dynamics and behavior with respect to the learning process.**
  - *“I think what (name) said earlier is important; would you repeat that?”*
  - *“Let’s wait for (name) to finish writing that down before we move on.”*
- **Reports to the team periodically during the activity on how the team performs.**
  - *“We’re doing really well right now by including all team members.”*
  - *“I have a suggestion on how we could be more productive as a team.”*
  - *“What process skills are we doing well? What do we need to improve?”*
- **Be ready to report to the entire class about how well the team is operating.**
  - *“Overall, how effective would you say that our team was today?”*
  - *“We found that when \_\_\_\_\_ happens, it works better if we \_\_\_\_\_.”*

# REFLECTOR

---

- **Observes team dynamics and behavior with respect to the learning process.**
  - *“I think what (name) said earlier is important; would you repeat that?”*
  - *“Let’s wait for (name) to finish writing that down before we move on.”*
- **Reports to the team periodically during the activity on how the team performs.**
  - *“We’re doing really well right now by including all team members.”*
  - *“I have a suggestion on how we could be more productive as a team.”*
  - *“What process skills are we doing well? What do we need to improve?”*
- **Be ready to report to the entire class about how well the team is operating.**
  - *“Overall, how effective would you say that our team was today?”*
  - *“We found that when \_\_\_\_\_ happens, it works better if we \_\_\_\_\_.”*