

MANAGER

- **Helps the team get started quickly and remain focused.**
 - *“I think we have everything; are we ready to begin?”*
 - *“We're getting off topic; could we talk about that later?”*
- **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 _____?”*

PRESENTER

- **Communicates questions and clarifications with the instructor and other teams.**
 - *“Our team is confused about how _____ relates to _____.”*
 - *“Would you explain what question _____ means by _____?”*
- **Ensures that all team members reach consensus before asking outside sources.**
 - *“Does anyone in our team know the answer for _____?”*
 - *“Before we ask the instructor, could someone clarify _____?”*
 - *“Does everyone agree that we need to find out _____?”*
- **Presents conclusions of the team to the class, when requested by the instructor.**
 - *“How should I explain this idea when asked to report out?”*
 - *“Our team found the answer to number _____ by _____.”*

RECORDER

- **Records the important aspects of group discussions, insights, etc.**
 - *“This seems like an important conclusion to write down.”*
 - *“Let’s stop for a minute so I can get this into our report.”*
- **Guides consensus building process; helps team agree on responses.**
 - *“Would you all agree that _____ is a good answer for number _____?”*
 - *“Is our answer completely supported by the explanation we 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 question _____. ”*
 - *“What did other teams say that we should include in our report?”*

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 _____.”*