

The Spokesperson Job Description:

- Presents the findings/answers of the group to the class.

Good phrases to use:

"Our group believes the answer to number ____ is..."

"The reasoning we used to answer number ____ was..."

- Must read from the recorder's handout, *not his/her own.*
- Responds to questions from the instructor or another group.

The Questioner Job Description:

- In charge of *initiating* questions with the instructor or facilitator.
- Organizes and lists the group's questions.
- Ensures that questions are expressed clearly and concisely.

Good phrases to use:

"Is there a way that we could word this question more clearly?"

"Is there a question that we (as a group) cannot answer for ourselves?"

The Recorder Job Description:

- Records the findings/answers of the group for the spokesperson to present.

Good phrases to use:

"Would you all agree that _____ is an acceptable answer to #_____?"

"Could you please phrase what you said in a brief way so I can write it down?"

- Must give his/her handout to the spokesperson to present.

The Manager Job Description:

- Keeps everyone on-task and moving forward.
- Distributes the group's materials
- Ensures everyone in the group contributes.

Good phrases to use:

"(Name of group member), what do you think about _____?"

"I'd like to hear what you think, (name)."

- Responsible for stopping the group if everyone is not keeping up or contributing.
- Ensures everyone in the group understands.