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What is your job as Director?

- Review the task and develop a plan for completing the task
- Make sure the team understands each part of the task
- Determine how much time the team has to complete each part of the task
- Politely remind the team how much time is left to complete each part of the task
- Help everyone get an equal chance to speak
- Maintain order in the group by encouraging team members to stay focused on the task
- Contribute to the team as an active learner
- Be constructive in helping team improve performance



Recorder

What is your job as **Recorder**?

- Label each poster with appropriate headings and team members' names
- Record the ideas of team members exactly as stated. Do not change their wording into your wording.
- Contribute to the team as an active learner
- Be constructive in helping team improve performance



Secretary

What is your job as **Secretary**?

- Record on 8 ½" x 11" paper the notes from team posters
- Maintain accurate notes on the team process
- Be certain your notes (or a copy of your notes) are in the team folder before you leave class
- Contribute to the team as an active learner
- Be constructive in helping team improve performance



Spokesperson

What is your job as Spokesperson?

- Listen carefully and be sure you understand what you will need to present
- Relay team's requests for clarification of directions to teacher
- Plan what you will say when you speak for the team when presenting
- Present information from your team to the class
- Contribute to the team as an active learner
- Be constructive in helping team improve performance