Co-operative Group Work Roles

Role in co-operative group	Function	Language Required
Manager	Keep the group on task, ensure contributions from all and guide discussion or activity	• *Let's take it in turns to…* • *We have _____ left to get this done* • *Let's make a decision on…* • *So what you're saying is…* • *How do you think we should approach this?* • *Has anyone got any ideas about?* • *What do you think about…?* • *What about if we…?* • *Are we getting there with…?* • *How's _____ going?* • *Can I check in with you on…?* • *Are we happy with progress?*
Encourager	Encourage speakers and promote tolerance within the group	• *That's a great idea* • *Well done* • *Brilliant* • *That's super* • *We are doing really well* • *Keep it up* • *Just to remind you that….* • *Let's listen to _____'s opinion* • *Let's see what _____ has to say about….* • *Is there anything I can do?* • *Would you like me to…?* • *Are we all happy with..?* • *Is everyone ready to….?*
Record keeper/Data gatherer	Take notes or summarise ideas, clarify ideas, read aloud from material when appropriate	• *Am I right in saying that….?* • *So are you happy with me saying….?* • *Can I clarify _____with you?* • *Can I ask you to check this with me?* • *Have I heard you correctly?* • *Is that accurate?* • *Just to be clear….* • *So what you're saying is.....* • *I hear what you are saying*
Spokesperson	Act as spokesperson when reporting to the class	• *Our group worked on…* • *We discovered that…* • *In order to….we…* • *In doing this, we learned that….* • *_____ had responsibility for* • *Our findings were….* • *In summary*