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Role cards for group work

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| timekeeper  • The timekeeper keeps track of the amount of time spent on any task/activity.  • He/She is responsible for keeping the group aware of time running out. He/She announces when time is halfway through and when time is nearly up.  Language support:  – I’m sorry but we need to move on now.  – We’re running out of time, I’m afraid.  – I’m sorry but we don’t have time to go  into any more detail at this stage.  – We only have five minutes left. Let’s see  if we can wrap up by then. | language watchdog  • The language watchdog makes sure everyone in the group speaks English – all the time!  • It’s the language watchdog’s job to check the dictionary to clarify and help out with vocab.  Language support:  – Come on, let’s please stick to English.  – I’m sorry but could you please stop speaking German?  – May I remind you that we’re supposed to speak English all the time? |
| task manager  • The task manager makes sure each group member is doing his or her job.  • He/She sums up the key points of the discussion before moving on.  • He/She mediates possible conflicts between team members.  Language support:  – So let’s get started. We’re supposed to …  – Let’s hear from (X) next.  – Do we all agree?  – Let’s move on to … next, please.  – Any suggestions on how we should go about this? | presenter  • The presenter presents the group’s results to the class.  • With the help of the task manager, the presenter may assign parts of the presentation to other members of the group.  • He/She creates visual aids for the presentation.  Language support:  – Would you like me to …?  – Do you think I should …?  – How would you like this to sound? |
| secretary  • The secretary takes notes of the group’s discussion (ideas, decisions, results) and prepares a written conclusion.  • He/She writes on the board/transparency for the whole class to see during the presentation.  Language support:  – Let me just make sure I’ve noted that down correctly.  – Let me read this back to you to make sure nothing is missing.  – I think I heard you say (XY). Is that right?  – If I may just briefly recap the main points.  – How would you like me to write this? | materials manager  • The materials manager organises, collects and puts away any materials the group needs to complete the tasks.  • Materials may include pens, markers, sheets of paper, scissors, transparencies, dictionaries, reference books from the library, overhead projectors etc.  Language support:  – Would you please pass me the …?  – Has anyone seen the …?  – I’m still looking for the …  – Please be careful with the …  – If there is anything else you need,  just let me know. |