

Role cards for group work



<p style="text-align: center;">timekeeper</p> <ul style="list-style-type: none"> 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. <p>Language support:</p> <ul style="list-style-type: none"> 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. 	<p style="text-align: center;">language watchdog</p> <ul style="list-style-type: none"> 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. <p>Language support:</p> <ul style="list-style-type: none"> 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?
<p style="text-align: center;">task manager</p> <ul style="list-style-type: none"> 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. <p>Language support:</p> <ul style="list-style-type: none"> 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? 	<p style="text-align: center;">presenter</p> <ul style="list-style-type: none"> 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. <p>Language support:</p> <ul style="list-style-type: none"> Would you like me to ...? Do you think I should ...? How would you like this to sound?
<p style="text-align: center;">secretary</p> <ul style="list-style-type: none"> 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. <p>Language support:</p> <ul style="list-style-type: none"> 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? 	<p style="text-align: center;">materials manager</p> <ul style="list-style-type: none"> 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. <p>Language support:</p> <ul style="list-style-type: none"> 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.