Role cards for group work

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.

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