

# FACILITATOR (Leader)



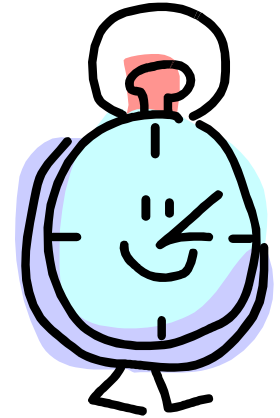
## What I do -

- Create an atmosphere of cooperation in the group.
- Make sure everyone's ideas are **heard** and **respected**.
- Pick up the daily list of directions and objectives.
- Make sure the group is on task and work to the full potential.

## What I say -

- “ \_\_\_\_\_, would you like to add something?”
- “That's a good idea. What do you think \_\_\_\_\_?”
- “Do you need some help with that?”
- “Are we all participating?”
- “Would you like to share what you think?”
- “Let’s make sure we are on task so we can achieve our objectives by the end of the period.”
- “Thank you for being prepared.”
- “Thank you for working as a team today.”

# MATERIALS & TIMEKEEPER



## What I do -

- Talk to the teacher about materials for the group.
- Make sure the materials stay organized and are returned to the proper location each day.
- Keep track of time during activities to ensure that time is being used effectively-time log
- Research and look up unknown words' definitions in the dictionary or resources.

## What I say -

- "How many markers will we need to do our poster?"
- "We need more of the following materials....."
- "In order to get through all of our expectations for the day, I think we should time our tasks like this..."
- "Do we need more time on this task? If so, how many more minutes?"
- "In the next five minutes, we need to accomplish..."
- "We need to move on to the next task in order to maximize our time together today."
- "We need to start wrapping up this part of the project and start moving onto the next part."
- "It's time to take these items back."

# RECORDER



## What I do -

- Be lead **notetaker** of the group and create the “anchor” Cornell to post at the end of the period.
  - Cornell Notes will include:
    - New information or ideas
    - Unknown vocabulary
    - Icon (Flip Book) questions/answers (2+)
    - Reflection of learning at the end of the day’s notes
- Author the daily learning reflection with input from your group.
- Post daily Cornell on the Café board.

## What I say -

- “Do we all agree about this idea?”
- “I don't understand. Could you explain it again?”
- “Let me read what I wrote in my notes. Please tell me what you would like to add, delete or revise.”
- “Should this idea/word/concept go into our notes?”
- “Please help me write the reflection of our learning today.”

# AMBASSADOR



## What I do –

- Speak with other groups (or teacher) to clarify information or share ideas.
- Share out group's thinking during "Whip Around" or "Numbered Heads Together". Present the group's findings and conclusions when prompted.
- Answer questions other classmates have about the group's work.

## What I say –

- "Our group is struggling with... Could you please help us understand?"
- "Today, we learned..."
- "One question we have is..."
- "This is what our group came up with."
- "Is there anything that is unclear that I can ask another group about for help?"