

Timekeeper

Keeps track of time and reminds the group how much time is left

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Leader

Is in charge of the group and, in the event of an argument, has the final say

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Recorder

Keeps notes on thoughts/ideas discussed in the group

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Scribe

Prepares a summary of the thoughts/ideas of the group

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Encourager

Encourages everyone to become
involved in the group

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Reporter

Speaks for the group and reports back to
the class on the thoughts/ideas of the
group

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Facilitator

Makes sure everyone gets a turn and
that the group stays on task

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Monitor

Makes sure that no-one becomes bossy and
that everyone's opinion is respected

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Helper

Distributes/collects any materials used
by the group

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Questioner

Asks lots of questions of the group and
always questions the decisions of the group

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