

The Facilitator

- leads discussions
- suggests solutions to team problems.
- helps members clarify points.
- protects members from attack.
- makes sure that every voice is heard.
- says, "Let's hear from _____ next."
- says, "That's okay, but let's get back to our task."

The Facilitator...

The Recorder

- keeps a public record of the team's ideas and progress.
- checks to be sure that ideas are clear and accurate.
- uses charts, multiple colors, and other techniques to highlight and summarize the ideas of the team.
- says, "I think I heard you say _____; is that right?"
- says, "How would you like me to write this?"

The Recorder...

The Presenter

- regularly contributes to the team's efforts.
- presents the group's finished work to the class.
- says, "How would you like this to sound?"
- says, "How much of what we discussed should be shared with the class?"

The Presenter...

The Summarizer

- restates the group's conclusions and responses.
- prepares a summary of the group's efforts.
- checks for clarity of understanding.
- says, "Does this accurately reflect what we've done today?"
- says, "Have I left out anything important here?"

The Summarizer...