

## How to Make a Group

**Directions:** Give one card to each member of a group of three. For larger groups, consider creating other responsibilities such as timekeeper (someone who monitors and informs the group about time remaining) and informant (someone who sees what other groups are doing and saying). All group members should be active participants in sharing ideas and performing the activity.



### Group Leader

**Job description:** Help the group follow the instructions for the activity. Does everyone understand what to do? Help them understand. Make sure each member of the group has a chance to speak about the task. Don't do all the talking, but instead lead the group to complete the activity with equal participation from each member.



### Secretary

**Job description:** Help the group by taking notes on what is discussed. Keep your notes simple. Give the main ideas of what is talked about. Important!! Write your notes so that another person can read what you write. Summarize. The group members will help you decide exactly what to write if you aren't sure.



### Reporter

**Job description:** You have two jobs. (1) Help the group by keeping track of the time for the activity. The teacher will give the time limit. It's your responsibility to warn the group when time is nearly at an end. (2) After your group finishes, you will tell the whole class about your group discussion. You must use the secretary's notes to help you speak about the work that your group did together. When it's your turn, stand up and speak for your group. Speak for 2-3 minutes.