**Group Work Task Cards**

**How to use these cards**

• **Flexibility is key**. These instructions are therefore designed to work with any size of group.

• **Stage 1**: Everybody in each team should be a ‘creative risk-taker’ and have some time to reflect individually on a suggested approach to the task.

• **Stage 2**: Each member of the group takes at least one of the remaining role cards after taking the time to read them (they may choose more role). The group will need at least one co-ordinator, who can help the other members decide what roles are important for the success of the task and which are be suited to different members of the team.

• **Stage 3**: The co-ordinator(s) chairs the discussion. The elaborator(s) makes sure ideas are being explained fully at each stage. The researcher(s) identify where further research is needed and conduct this. The timekeeper ensures that the pace of the task is maintained. The secretary keeps a record of the ideas decisions. The presenter(s) are responsible for converting the work of the secretary into a class presentation.

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| **Creative Risk-taker\***  \*Everybody should take this role in the first stage of the task to ensure plenty of ideas  You think about the problem critically and rigorously  You think of creative approaches to the task  You share these ideas with enthusiasm |
| **Co-Ordinator** (Caring, Principled)  You allocate roles to group members who are unsure what their role should be  You invite each person to contribute their ideas and ensures they are listened to  You pull ideas together at the end in an overall plan everyone is happy with |
| **Elaborator** (Inquirer, reflective)  You encourage each speaker to explain their ideas fully  You remind people to provide evidence for their arguments  You help people do these things if they struggle to do so themselves |
| **Researcher** (thinker, knowledgeable)  You identify where the group’s ideas require more detail and explanation  You are the only person allowed to ask the teacher for information  You conduct the research and provide it to the group |
| **Secretary** (open-minded)  You write down the group’s findings and decisions without judgement  You ask for clarification and detail from the group if necessary  You make sure the secretary understands your findings |
| **Timekeeper** (balanced)  You make sure the group is using the time well  You tell the group when it is time to move on to the next job  You tell the group when it is time to start rounding off |
| **Presenter** (communicator)  You ensure you understand what the secretary has written  You present what the group has done to the class and the teacher  You are prepared to answer questions |

For plenty more Group Work resources and ideas at [Tarr’s Toolkit](http://www.classtools.net/blog), click [here](http://www.classtools.net/blog/category/group-work/).

Thoughts? Suggestions? Contact me on Twitter! [@russeltarr](http://www.twitter.com/russeltarr)