**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 ideasYou think about the problem critically and rigorouslyYou think of creative approaches to the taskYou share these ideas with enthusiasm |
| **Co-Ordinator** (Caring, Principled)You allocate roles to group members who are unsure what their role should beYou invite each person to contribute their ideas and ensures they are listened toYou 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 fullyYou remind people to provide evidence for their argumentsYou 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 explanationYou are the only person allowed to ask the teacher for informationYou conduct the research and provide it to the group |
| **Secretary** (open-minded)You write down the group’s findings and decisions without judgementYou ask for clarification and detail from the group if necessaryYou make sure the secretary understands your findings |
| **Timekeeper** (balanced)You make sure the group is using the time wellYou tell the group when it is time to move on to the next jobYou tell the group when it is time to start rounding off |
| **Presenter** (communicator)You ensure you understand what the secretary has writtenYou present what the group has done to the class and the teacherYou 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)