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 Facilitator...
• leads discussions
• suggests solutions to team problems.
• protects members from attack.
• helps members clarify points.
• says, "Let's hear from _____ next."
• says, "Let's hear from every voice is heard."

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 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?"