

- Try to make sure that everyone knows that their job and work is important.
- Give positive feedback like "I liked your idea because..." or "That looks brilliant, especially where..." to others in your group.
- If you can, make helpful suggestions to others to make their work better.
- It is important to get the job done and even better when each person feels valued.
- Make sure everyone has the chance to join in.
- Try to help your group to agree and make decisions by getting them to listen to each other's ideas.

Things to remember

Encourager

A good encourager is:

- positive
- patient
- calm
- a good listener
- thoughtful
- helpful
- generous
- sensitive



- Talking to other people in your group about your ideas can help to make your ideas even clearer and even better.
- Don't be afraid to say all of your ideas, even if you think other people won't like them.
- When you are working in a group, it takes lots of ideas from everyone to get the job done!
- You can use mind maps, drawings or thought showers to help you to develop your ideas.
- You need to find good ways to explain your ideas to other people so that they can understand.
- Trying out your ideas can help you to see if they will work.

Things to remember

Ideas Person

A good ideas person is:

- imaginative
- creative
- interested
- a good listener
- patient
- positive
- flexible
- innovative



- Being a manager means that you have to help your group to make decisions and get the job done.
- Before you start, should you make a plan?
- Has everyone had a chance to share their ideas?
- Does your group understand what they have to do and have everything they need?
- Make sure that everyone helps each other so that the job gets done.
- Make sure everyone in your group feels like they are part of the team.
- If things are going wrong, stay calm and talk to the rest of the group about what changes are needed.
- Ask a classroom adult for help if you need it.

Things to remember

Manager

A good manager is:

- organised
- fair
- hard working
- honest
- clear
- polite
- helpful
- a good listener
- good at making decisions
- positive



Things to remember

- Only take notes about the most important things.
- You could use bullet points or a thought shower to take notes.
- You don't have to write in proper sentences – you can even just note down the main words!
- You can politely ask people to repeat what they have said or to explain it differently so that you can note it down.
- Ask questions to check that you have understood what someone has said.
- You can join in the discussion as well as taking notes.
- If you have any good ideas, let the others in your group know.
- During the task, and at the end, read your notes to the rest of the group to check that everyone agrees with them.

Note-taker

A good note-taker is:

- a good listener
- neat
- organised
- calm
- good at summing up the main points



- Presenting means that you have to describe or explain information to other people so that they can understand.
- Ask other people in your group for help to decide what to say.
- You should speak clearly and slowly and use eye contact with your audience.
- Stick to the main points and try not to go off track.
- Use the notes taken in your group, or make notes of your own, to help you to present the information.
- Try to make the information sound interesting for others.
- Give your presentation a good beginning that introduces your information, and a good ending that sums up what your presentation was about.
- Join in with the discussion in your group as well as presenting at the end.

Things to remember

Presenter

A good presenter is:

- a good communicator
- good at planning
- good at explaining things to others
- clear when speaking



- Help your manager and work as a team.
- Make sure you know how long your group has for the task.
- Keep a note of the starting time and the finishing time.
- Is it a short task or a long task? If it is a longer task, should you make a plan for your group so they know how much time they have for each part?
- Let your group know when the time is half way through and when it is nearly up.
- The other members of your group are relying on you to help them get things done on time.
- Join in with the task as well as keeping track of time.

Things to remember

Timekeeper

A good timekeeper is:

- calm
- polite
- helpful
- reliable
- good at checking the time



- Being a worker means that you have to complete a task.
- Listen to your manager and work as a team.
- Share materials and information with the rest of your group.
- Help others in your group to make sure that the job gets done.
- Remember that other people in your group are relying on you to do your job.
- Keep your working area tidy and organised.
- If someone gives you suggestions about how to make your work even better, have a think about their advice.
- Check with the Timekeeper to make sure that you get your job done on time.
- Ask questions if you aren't sure what to do.
- Keep on trying and always do your best.

Things to remember

Worker

A good worker is:

- helpful
- busy
- hard working
- enthusiastic
- polite
- careful
- reliable
- tidy

