

## Reader

Read the task card to everyone in the group.

Make sure that everyone can hear you.

Clarify any questions your group may have about the activity.



## Checker

Double check any calculations that are needed during this activity.

Make sure that all the resources are replaced once you are finished.



## Manager

Introduce the topic to your group.

Distribute resources.

Keep an eye on the time as you work through your activities.

Tell the recorder what to write.



## Recorder

Write down what the manager tells you to write.

Write clearly – someone else has to read it.

