<table>
<thead>
<tr>
<th><strong>Manager</strong></th>
<th><strong>Recorder/Reader</strong></th>
</tr>
</thead>
</table>
| Let’s watch our time.  
Can you repeat your idea?  
We haven’t heard from you, what do you think?  
Are we ready to move onto the next question? | Let me read that out loud so everyone can hear.  
Did that make sense? Should I re-read it?  
I will share the lab data through email since we are running out of time.  
Let me write that down so we don’t forget. |

<table>
<thead>
<tr>
<th><strong>Presenter</strong></th>
<th><strong>Reflector</strong></th>
</tr>
</thead>
</table>
| Let’s come to a consensus.  
Here is what I wrote based on our discussion.  
What should I add or change to the presentation?  
Does this represent everyone’s ideas? | Our group understands ____ but needs help with ____.  
What questions do we have?  
What should we do differently next time?  
Great work team!  
I know we can do this - let’s regroup. |