**PURPOSE:**
A handout with explanation and instructions for those in the role of “scribe” in dialogues and classroom discussions.

**TOPIC:**
Connect to Content

**CREATOR:**
Betsy Hayes, Bridgewater College (VA)

---

**INSTRUCTIONS**

**NAME:**
Dialogue Scribe Rubric & Worksheet

**The Purpose:**
1. To help each class member improve their note taking skills during the seminar.
2. To have one person at the end of the class offer the full group a summary of the discussion thread or the key “take-a-ways” that each member should carry from the day’s dialogue.

**The Task:** As you listen to the class discussion focus on the “narrative thread” and core take-a-ways from the day’s dialogue. There are two risks that you want to avoid.

<table>
<thead>
<tr>
<th>RISK #1 — too narrow</th>
<th>RISK #2 — too broad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avoid recounting every detail from the discussion. Remember that your classmates have been present and participating so will have a sense of the details.</td>
<td>Avoid going too broad and too abstract. This can happen if your core take-a-way simply restates the obvious or is too vague to help the group clarify meaningful contributions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-17</td>
<td>17.5-19.5</td>
<td>20-22</td>
<td>22.5-25 points</td>
</tr>
<tr>
<td>Fails to complete or does not avoid risks 1 &amp; 2</td>
<td>Identify 1 take-a-ways, both of which avoid risks 1 &amp; 2.</td>
<td>Identifies 2-3 take-a-ways all of which avoid risk 1 &amp; 2</td>
<td>Identifies 3 but not more than 5 take-a-ways all of which avoid risk 1 &amp; 2</td>
</tr>
</tbody>
</table>
**Types of Take-A-Ways:**

Core insights made by classmates:

Patterns that emerged in the conversation that might have been less obvious to the group as they discussed the day’s topic:

Connections you heard classmates make to the reading:

Revelations you personally had during the discussion:

An enduring question that remains from the dialogue?