



DESIGNATED LISTENER

HANDOUT FOR STUDENTS



PURPOSE:

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

TOPIC:

Connect to Content

CREATOR:

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INSTRUCTIONS

NAME:

Dialogue Scribe Rubric & Worksheet

The Purpose:

- To help each class member improve their note taking skills during the seminar.
- 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.

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

Unsatisfactory 0-17	Good 17.5-19.5	Very Good 20-22	Excellent 22.5-25 points
Fails to complete or does not avoid risks 1 & 2	Identify 1 take-a-ways, both of which avoid risks 1 & 2.	Identifies 2-3 take-a-ways all of which avoid risk 1 & 2	Identifies 3 but not more than 5 take-a-ways all of which avoid risk 1 & 2



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?