

Conferring with Students

Checklists that students can use when conferring about their collaborative discussions and speaking and listening skills.

Collaborative Discussions

Name: _____



INDICATORS	WHAT IT LOOKS LIKE	WHAT IT SOUNDS LIKE	HARDLY 1	SOME 2	MOST 3	ALL 4	N/A EX
PREPARATION							
Has completed work prior to group work	<ul style="list-style-type: none"> Brings text/supplies/assignment to class Takes out text/supplies/assignment 	<ul style="list-style-type: none"> "I have my calculator here." "My notes are on my desk." 					
Engages in learning	<ul style="list-style-type: none"> Arrives on time Puts electronics away Works with a wide range of students Takes a positive role in groups Shares materials Does equal share of the work Tracks progress towards goals/deadlines 	<ul style="list-style-type: none"> "My cell is turned off." "How about if I work on _____ and you work on _____?" "_____ may join our group." "You may use my book." "We need to _____ in order to meet our goal." 					
SPEAKING							
Gives evidence to support ideas	<ul style="list-style-type: none"> Makes eye contact Incorporates vocabulary expected of the content Reads a passage from the text that illustrates an idea Brings another information source to support an idea Presents information in an organized way 	<ul style="list-style-type: none"> "On page ____, it states..." "I found another source that corroborates ..." "I found a source that challenges..." "First.... Second.... Third..." "... was a cause of ..." 					
Asks questions to generate discussion	<ul style="list-style-type: none"> Makes eye contact Uses open-ended questions 	<ul style="list-style-type: none"> "How do...?" "Why does...?" "What do you think..." 					
Respects the opinions of others	<ul style="list-style-type: none"> Makes eye contact Allows others to finish speaking Comments on the idea, not the person Minimizes gestures 	<ul style="list-style-type: none"> "Although I do not agree with _____'s idea, she gave several examples of why she thinks that." "Another way to look at it might be..." 					

Extends others' responses	<ul style="list-style-type: none"> • Makes eye contact • Allows others to finish speaking • Acknowledges ideas of other members • Stays on topic 	<ul style="list-style-type: none"> • "I agree with _____ because _____'s idea reminds me of _____." 					
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LISTENING

Encourages others	<ul style="list-style-type: none"> • Faces the speaker • Smiles • Assumes open body posture • Nods in agreement • Leans forward 	<ul style="list-style-type: none"> • "I like your idea because..." • "Tell me more about that." 					
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Asks clarifying questions when something is not understood	<ul style="list-style-type: none"> • Faces the speaker • Allows others to finish speaking • Writes down ideas • Acknowledges ideas of other members 	<ul style="list-style-type: none"> • "Would you say that again?" • "Would you give me another example so I can understand?" 					
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Asks for evidence when something sounds incorrect	<ul style="list-style-type: none"> • Faces the speaker • Allows others to finish speaking • Writes down ideas • Acknowledges ideas of other members 	<ul style="list-style-type: none"> • "Would you tell me why you think it is true?" • "Would you show me a place in the book that illustrates that idea?" 					
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Restates, paraphrases, or clarifies an idea	<ul style="list-style-type: none"> • Faces the speaker • Allows others to finish speaking • Writes down ideas • Acknowledges ideas of other members 	<ul style="list-style-type: none"> • "So it sounds like..." • "... Is that what I am hearing you say?" • "When you say _____, do you mean _____?" 					
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Summarizes for understanding	<ul style="list-style-type: none"> • Listens to all group members • Acknowledges ideas of other members • Captures key ideas from the discussion 	<ul style="list-style-type: none"> • "As a group, we think..." • "These are the main points of our discussion as I see them: ..." 					
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Reflection

My two greatest strengths are: <ul style="list-style-type: none"> • •
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Two areas I need to work on are: <ul style="list-style-type: none"> • •
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I will work on them by doing the following: <ul style="list-style-type: none"> • • •
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