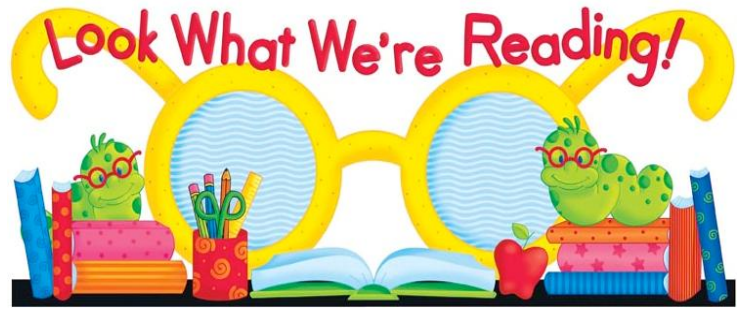


## GROUP DISCUSSION CHECKLIST



**Directions:** Use the checklist below to guide your literature circle discussions. Use a dry erase marker to check off each step as you complete it. When you are finished, wipe it off and leave it on the table for the next class.

\_\_\_\_\_ **Leader:** Use the “Homework Tracker” to track each group member’s progress.

\_\_\_\_\_ **Leader:** Collect any homework and put it in the “Homework Drop Box.” Write down the names of students who owe homework on the board.

\_\_\_\_\_ **Leader:** Begin the meeting by asking and answering questions about the reading. Use your VSS bookmarks to present and share unfamiliar words. Use the dictionary to clarify the definitions.

\_\_\_\_\_ **Secretary:** Record the questions and unfamiliar words. Put a star beside the questions or words that are still confusing to the group.

\_\_\_\_\_ **Group Members:** Take turns engaging in a group discussion based on the reading assignment. Use your notes or journal responses. If your group struggles with taking turns talking and listening, get out the poker chips.

\_\_\_\_\_ **Group Members:** Record your reading assignments in your planner. If you change the reading assignment for any reason, you must do so as a group and all members must record these changes in their planner.

\_\_\_\_\_ **Secretary:** With the help of the group members, write a summary about the discussion. Each group member who is present must sign off showing they approve of the quality work. Put it in the folder and return the folder.