



Name of recorder:

Class: Date:

Name	Each time a person talks, insert a ✓

Main comments

When you fill in the chart below, do **not** use ticks or numbers. Make a comment such as: the most; a lot; the least; frequently; well; not at all.

Name	Talking	Listening	Interrupting	Helping	How much did they learn?

Other comments

Based on work by Brian Matthews, published in Matthews, B. (2006) *Engaging education: developing emotional literacy, equity and co-education*. Buckingham: McGraw-Hill/Open University Press.



Put the cards in order to create your standard operating procedure.
Any of the cards may be discarded.

Check everyone understands what we are doing

Split the challenge up into different tasks (chunk the challenge)

Remind ourselves of our ideas

Give people different jobs to do

Brainstorm our ideas to help us achieve the challenge

Choose a group organiser (facilitator)

Read the challenge

Decide how we will allow everyone to have a say and be heard



Decide a set of agreed commands that will help communication

Check time or keep to a schedule

Blank cards for you to add your own ideas