

Summarizer

Name: _____

Meeting: 1 2 3 4 Pages: -

Role:

The job of the summarizer is crucial in making sure that all group members understand the basic information in each section of the assigned text. In the group meetings, the summarizer will get the group going by giving an accurate, concise version of the events of the assigned reading. This will serve to remind everyone of important points and help all members of the group start the day's discussion with the same information.

Process:

Pre-meeting:

As you read, take brief notes on the major events or mark them in your book with sticky notes. After you finish, go back over the places you marked and select the most important for inclusion in your summary. Write a concise summary in the space below.

During the meeting:

When called on by the Discussion Director, read your summary to the group. Make sure group members are taking notes on the most important information. After you read, ask for questions, corrections or additions to your summary.

Summary:
