Discussion Checklist

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Topic:

|  |  |  |
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| Read/listened to topic:  Yes 1  No 0 | Have notes or annotations to launch my discussion:  Yes 2  No 1 | Have questions to share:  Yes 5  No 1 |
| Active Listening:  Asked for clarification  Yes 2  No 1 | Active Listening:  Shared an idea or insight, or built on idea  Yes 5  No 1 | Active Listening:  Everyone had a chance to talk  Yes 1  No 0 |
| Did you hog or derail? | Did you ‘dart-throw?’ (Attack the idea but not offer solutions) | Not participate, or act passively? |
| Overall Interest in Topic:  Hot  Warm  Tepid  Cold | Overall rating of my discussion behaviors: 1-5 | Overall rating of others 1-5 |

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