



## ***School Libraries in Action***

### **Literature Circles - Scribe**

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# Scribe

## Scribe's Role

1. Collect any notes submitted to the meeting by other members.
2. Take additional notes during the meeting.
3. Complete a set of minutes (these are the major things that you talk about) for each meeting and write a summary paragraph of the discussion for each meeting.
4. Provide a copy of the summary paragraph for each Circle member.
5. Read out the minutes and summary at the beginning of each meeting, so everyone knows what happened at the last meeting (you are refreshing their memory).

## Tips for Scribes

- ☺ Write down any KEY words/phrases from the discussion
- ☺ Collect all the notes from the Circle members at the end of each discussion
- ☺ Write your summary paragraph as soon as possible after the meeting (so you remember what your notes mean)
- ☺ Ask Circle members to repeat what they have said (so you can write it down)

**Bibliographic details of the text:**

**Genre:**

**Meeting Number:**                      **Date:**                      **Circle Members present at the meeting:**

**MAJOR Points of Discussion (KEY words and phrases):**

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