I Am Accountable to the Learning Community

Name _____ **Date** _____

❏ I listen to others speaking by looking at the camera and I think about what they are saying.
❏ I keep my camera on during conversations.
❏ I contribute to the conversation in meaningful ways and am mindful of videoconferencing delay.
❏ I speak clearly and loud enough so that others can hear me.
❏ I mute and unmute myself to reduce extraneous noise and feedback.
❏ When I'm not sure I understand a speaker's point, I unmute and ask the speaker to clarify.
❏ I paraphrase what another speaker said in order to build on it.
❏ My points make sense based on what other speakers before me have said.
❏ I summarize the past discussion to make a related point.
❏ When I agree with a speaker, I explain why, citing the text where possible.
❏ When I disagree with a speaker, I explain why, citing the text where possible.
❏ When I introduce a new line of discussion, I use a transition phrase.

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I Listen	I Contribute
❏ I listen and I can empathize ❏ I listen and I can paraphrase ❏ I listen and I can summarize ❏ I listen for connections to what others have said and to other texts	❏ I support others' statements with facts and evidence ❏ I paraphrase and connect others' statements to mine ❏ I respectfully disagree when needed ❏ I connect my and others' statements to the conversation and other texts
I Honor ❏ I keep my comments on topic and avoid interjecting unrelated ideas ❏ If the conversation veers from the topic, I offer comments to bring it back to life ❏ I avoid side conversations and draw the ideas into the conversation ❏ When I disagree, I do so in ways that respect those with whom I disagree	**I Encourage Others** ❏ I note who has not been speaking and ask for their thoughts and opinions ❏ I note if someone is having difficulty getting into the conversation and ask them for their thoughts or opinions ❏ I positively comment on those who have generated a unique insight ❏ I ask others to share more or expand upon their ideas