7-11 Conversations
Information Processing: Organizing and Integrating

PROCESS
• Members prepare comments they would make to a friend to summarize this meeting.
• After composing, either mentally or on paper, members mill about the room and share their comments with others.
• After a few minutes, the facilitator redirects the members to report some of their summaries to the full group.
• The facilitator and the group edit for consistency and accuracy.

ALTERNATIVES
• Summaries can be written and passed around a table for editing.

TIPS
• Frame this as a conversation in a convenience store needing to be brief, informal, and without academic language.

cont.
• People often report different versions of what happens in meetings. This corrects this tendency.

NOTES AND APPLICATIONS

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