

## Our Working Agreements

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| <p style="text-align: center;"><b><u>Listening</u></b></p> <ul style="list-style-type: none"> <li>* I looked at the person speaking.</li> <li>* I did not interrupt or have side conversations.</li> <li>* I thought about the information the speaker gave.</li> <li>* I sat in a place where I could focus and allowed others to focus.</li> <li>* I used facial expressions and body language to let the speaker know I was listening.</li> <li>* I asked questions about the topic.</li> <li>* I summarized or restated what other people said.</li> </ul> <p style="text-align: center;"><b>1 2 3 4</b></p> | <p style="text-align: center;"><b><u>Thinking</u></b></p> <ul style="list-style-type: none"> <li>* I was thinking about the topic.</li> <li>* I asked questions about the topic.</li> <li>* I connected ideas together.</li> <li>* I explained my thinking and gave evidence.</li> <li>* I responded to other people's ideas and considered multiple perspectives.</li> <li>* I expanded on the current idea (stretched).</li> <li>* I worked through my confusion.</li> </ul> <p style="text-align: center;"><b>1 2 3 4</b></p>   |
| <p style="text-align: center;"><b><u>Speaking</u></b></p> <ul style="list-style-type: none"> <li>* I spoke loudly and clearly (volume and pace).</li> <li>* I shared my ideas in a polite way.</li> <li>* I asked questions when I felt confused.</li> <li>* I gave others a chance to talk and waited my turn. (I judged when to speak.)</li> <li>* My comments were about the topic.</li> <li>* I faced my audience and projected my voice.</li> </ul> <p style="text-align: center;"><b>1 2 3 4</b></p>   | <p style="text-align: center;"><b><u>Behavior</u></b></p> <ul style="list-style-type: none"> <li>* I did not distract my team members or others.</li> <li>* I was in control of my body and respected other people's space.</li> <li>* I was respectful of materials and cleaned up after myself.</li> <li>* We used a fair way to solve our differences.</li> <li>* I was on task. When I noticed myself getting off task, I reminded myself of what I needed to do.</li> <li>* I did not make inappropriate noises.</li> </ul> <p style="text-align: center;"><b>1 2 3 4</b></p> |

1 = Unacceptable

3 = Acceptable, but could be better

2 = Needs improvement

4 = I accomplished all goals