LEARNING STRUCTURES AT A GLANCE

The descriptions below show a common use for each idea in this book. Once you and your group are familiar with an idea, you can adapt it for other purposes.

STRUCTURE	OFTEN USED FOR	P A G
Brainstorming and Consolidating	Problem-solving and consolidating ideas into an action plan	8
Card Sort	Increasing understanding by examining various scenarios related to a specific topic and sorting them into categories	10
Carousel	Discussing various aspects of a topic while physically rotating from area to area	12
Circle Map	Brainstorming ideas and then making sense of them by using a graphic organizer	14
Closer Look	Previewing new information, such as new policies, in a relaxed format	16
Colored Dots	Contributing data on an issue and using that data to guide discussions or problem-solving	18
Commonalities	Finding commonalities in ideas on an issue and using them to guide a discussion about next steps	20
Geometric Forms	Reflecting on and wrapping up a presentation or workshop	22
Info Exchange	Finding inspiration through selected quotes	24
Inside-Outside Circles	Having quick one-on-one exchanges with many people	26
Jigsaws	Becoming "experts" on a topic and then sharing knowledge in small groups	28
Last Word	Having an in-depth consideration of text during small-group discussions	30
Maître d'	Exchanging ideas in a relaxed format with small groups of varying sizes	32
Mix and Mingle	Having multiple brief conversations to gather perspectives and build connections	34
Museum Walk	Exploring test or survey results, samples of students' work, or other information posted around the room	36

6 Energize Your Meetings!

S T R U C T U R E	OFTEN USED FOR	P A G E
Narrowing Choices	Systematically working through a long list of ideas to reach consensus	38
One-Sentence Summary	Summing up learning in one brief statement	40
One Word Around	Holding a fast-paced brainstorming session	42
Plusses and Challenges	Focused brainstorming with a T-chart	44
Quick Text Analysis	Getting the most from reading a key piece of information	46
Quiz Trade	Reinforcing learning by writing questions and answers about the topic	48
Roam, Read, Retrieve	Visiting locations around the school to gather information and generate ideas to address issues related to those areas	50
Say Something	Weighing in at key stopping points when reading a text or viewing a video clip together	52
Scavenger Hunt	Learning key information in a resource by using an engaging checklist	54
Snowball	Sharing ideas in a fun way that builds team spirit	56
Standing Vote	Giving opinions on a matter while having a movement break	58
Step-by-Step	Learning a set procedure by seeing a quick demonstration and having hands-on practice	60
Swap Meet	Doing fast-paced idea exchanges with many people	62
Think, Pair, Share	Chatting with a partner and then sharing with the whole group	64
Three, Two, One	Writing down a few brief thoughts to check understanding of a topic	66
Two True, One False	Reinforcing learning and quickly dispelling myths or points of confusion	68
Walk and Talk	Thinking more deeply while walking and chatting with a partner	70
Walk Around Survey	Reviewing and reflecting on learning by using a grid to interview colleagues	72
World Café	Hearing multiple perspectives by moving in and out of ongoing small-group discussions	74
Written Conversations	Fully exploring a topic by responding in writing to each other's ideas	76