TIPS FOR THE RECORDER

• Have on hand: a flip chart, tape, markers, and a good watch.
• Listen carefully to the participant who is speaking.
• Attempt to faithfully, but succinctly, record their remarks.
• Record one idea at a time; speakers may include several.
• Write largely and boldly enough to be seen.
• Simple recording tip: Designate Pros (+) and Cons (-). (We try to separate these in the discussion but sometimes participants mix them so (+) and (-) designations help to keep things straight as we review.
• Be willing to adjust your language if the contributor or the group believes that you didn’t get it right.