



SKILLED SECRETARY

Name _____

Novel _____

Pd. _____ Mtg. Date _____ Pgs. Read _____

Your job takes place during the actual meeting. You are in charge of taking role, jotting down any ideas, questions, or topics that could turn into test questions, and recording the session questions, which must be turned in five minutes before the bell rings. You may take notes on this page, but all section questions should be written or typed on the Session Sheet.

Rate Your Participation

	Great	Good	Fair	Not at all
I read the required pages.	3	2	1	0
I fulfilled the jobs assigned to me.	3	2	1	0
I was actively involved in today's meeting.	3	2	1	0
I had a positive attitude while doing my work and talking with my group members.	3	2	1	0