



# Template for Tool 13.4 Paraphrasing

*Instructions to the Coach: In the left-hand column, script the paraphrases from your meeting. In the right-hand column, analyze your paraphrases using these questions to guide you:*

- *What are you noticing about the effect of your paraphrases on the participants?*
- *How might you make your paraphrases more concise?*
- *In what ways did your paraphrases support the meeting goals?*
- *How did your paraphrases make the meeting more efficient?*

**Meeting** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Scripted Paraphrase</b>	<b>Analyzing Your Paraphrases</b>