

Learning-Focused Verbal Toolkit

- **Pause**
- **Paraphrase**
- **Inquire**
- **Probe**
- **Extend**

Pausing

Allow time for thinking, elaborating and framing your own thoughts and responses. Three critical occasions for pausing produce a conversation paced for thoughtfulness:

- After asking a question
- After receiving a response
- While you frame your own language (note: this pause often occurs between the paraphrase and the next question)

Paraphrasing

Signal listening, determine understanding and support thinking with these paraphrase forms:

Acknowledge/ Clarify—calibrating content and emotions

Summarize/Organize—a statement of themes, big ideas and separation of confusing or jumbled issues

Shift Level of Abstraction—a shift in logical level, raised to a category or conceptual label or focused as a concrete example

Inquiring

Support your partner's learning with open-ended questions, keeping these criteria in mind:

- Ask without judgments (if you have a preferred response- it's not inquiry!)
- Use an approachable intonation and syntax that invites multiple responses
- Focus on cognition that supports and enhances meaning-making

Probing

Ask questions that clarify vague language, explore details and generate examples. Increase focus and precision of thinking by asking for specific examples regarding:

- Who
- What
- When
- Where
- How

Extending

Make data available for making discoveries and developing new understandings by:

- Giving information
- Framing expectations
- Providing resources