Pages

Identify key information in a complex document

This activity facilitates the management and application of a complex document. Each participant receives one page of a complex document. Participants with the same page select three important elements from it and report back. New groups are then formed, each with an ambassador from each page. The members of each group then select the three elements they consider to be the most important from all the pages before reporting back.

Number of participants: 16 - 48

Estimated duration: 45 mins

Duration	Step name	Notes	Mode and Rights	Content	Tools
5 mins	Activity presentation	**Notes** Explain the objective and procedure of the activity to all participants.			
12 mins	Reading & Selection	**Notes** - Organise the distribution of participants among the different tables. - Send the first announcement. - Start the timer. - Send the second announcement and restart a 7-minute timer. **Instructions** - Read your page and note down three elements or concepts that you think are most important. - Discuss your page and collectively identify the three most important elements or concepts.			00 h 05 m 00 s Read your page and note down three elements or concepts that you think are most important in your personal notes. Discuss your page, collectively identify the three most important elements or concepts, and note them down in your personal notes.
10 mins	Restitution 1	**Notes** Send the announcement.			Come back to the main table.

		Instructions Share the three elements/concepts selected with all participants.			
8 mins	Share & Select	**Notes** - Organise the distribution of participants among the different tables. - Start the timer. **Instructions** - Copy and paste the three most important elements or concepts from your respective pages. - Together, choose the three most important elements or concepts from the document.		Notes - Pages - Share & Selection	00 h 08 m 00 s
10 mins	Restitution 2	**Notes** - Send the announcement. - Project the various collaborative notes onto the central table for presentation. **Instructions** Share the three elements/concepts selected by your group with all participants.			Come back to the main table.

Legend:

Facilitation mode:

- Independent tables
- Synchronised tables

Participant rights:

- Table library access + Content interactions + Speech

 Content interactions + Speech

 Speech only

 Raise hand