

Verbatim Report

Purpose

- to provide an opportunity for reflecting on specific interpersonal incidents
- to provide an opportunity to gain insights with learning partners and staff

Content

- a word-for-word (as close as possible) reporting of an important conversation in the field placement (eg. a conversation with someone in a program such as a bible study or church school teachers meeting, a discussion with a staff person or volunteer at the placement about something significant that happened, etc.)
- noting non-verbal environment, describing the situation
- maintaining confidentiality of those involved

Process

- Choose a conversation/encounter from the field placement.
- From memory, jot down as promptly as possible after the occasion all you can recall about a specific interaction with an individual or a group. Even if you do not have time immediately after the call or contact to do the full write-up, it helps to jot down on paper whatever you can. It is also beneficial that your full recollection be done the same day of the call or conversation. It is helpful to develop an outline of the conversation before writing the final report of the conversation.
- When writing the actual report, include *Preliminary Data*, *Plans/Hopes for the conversation*, *Impressions*, *Actual Conversation* and *Summary*.
 - Preliminary Data* includes the history of your relationship with the person or family/group, and the nature of the situation out of which the specific contact arose. Do this in a way that a reader of the report knows as much as possible about the person/group at the moment the conversation begins.
 - Plans/Hopes for the Conversation* outlines what your hopes or plans were for the conversation (if any).
 - Impressions* is a description of the environment prior to the conversation including your initial reactions and those of the other person.
 - Actual Conversation* - presenting what took place
 - Summary* - give your own evaluation of the conversation. To what extent did you succeed in accomplishing your goals in the conversation? On reflection, do you see discrepancies between your intent and your performance, or between your theory and your practice? Were you changed or affected by the encounter? If so, how did you minister to the person's needs? What theological themes or images occur to you as you look back over your own work?
- Give names (fictitious names for the other person will do) before each section of conversation, rather than mere initials.
- Indent the actual conversation.
- Number the statement as 18, Les: "...". When explanation beyond verbatim statements is needed, as when someone grimaced, laughed, etc., put those statements in parenthesis as 19, Terry (in an apologetic tone): "..."

The following outline is suggested for the written report:

1. Preliminary Data
2. Plans/hopes for the conversation
3. Impressions
This paragraph should be a description of the person and her/his environment as observed at the beginning of each conversation. Describe your initial reactions and what seemed to be those of the person toward you and toward her/his situation in general.
4. Actual conversation (the dialogue as you remember it)
It is possible to focus on one part of a longer conversation (as long as it is clear what preceded and followed).
5. Summary
 - a)Analysis
 - b)Self-critique
 - c)Ministry Opportunities
 - d)Theological Reflection

The verbatim report does not have to be lengthy. Three to four pages is an average length.