

TASK 3: DECIDING TACTICS: REFLECTION TASK

A: Your overall assessment

1. How well do you think your group performed during the meeting?

Very poorly 1 2 3 4 5 6 7 8 9 10 Very well

2. How do you feel your group's performance could have been improved?

B: Your personal performance (you may want to ask other members of your group for help in answering these)

1 Did you participate sufficiently in the meeting?

2 Did you talk too much?

3 Were you successful in convincing others with your arguments?

4 Did you listen carefully to what others said?

5 Was it clear what you meant when you spoke?

6 Overall, how do you rate your own performance in the meeting? What specifically do you think you contributed?

7 How do you feel you could have improved your contribution?

8 Were there any times you felt you didn't have the language you needed to contribute? Give details. What could you do about this in the future?

C: The contribution and performance of others

1 Did you feel that everyone in the group contributed effectively? If not, how could they have improved their contributions?

2 Did you understand what other people in the group were saying? If not, why not?

3 Were there times during the meeting when you felt frustrated? If so, why?

4 Are there any ways you feel the group could have organised itself more effectively?

D: Summary

1 What are the skills you need to participate well in meetings?

2 What skills do you want to work on? How will you do this?