

Elements in Conducting and Participating in a Meeting

Participating

(Points not scored were not observed.)

PARTICIPANTS:					
Was ready to begin when the meeting began. Had completed the assignment for that meeting.					
Displayed knowledge of points and details (assigned documents, articles; previous discussion) involved in that meeting's discussion.					
Participated actively, made a substantial contribution.					
Vocal delivery was clear and effective (pronunciation, intonation, phrasing; avoided vocal pauses; spoke in a strong voice)					
Articulated ideas clearly (local and global coherence and cohesion).					
Provided satisfactory explanation of ideas (including concrete examples) for other participants' complete understanding.					
Avoided irrelevant ideas, stuck to the point of discussion					
Used appropriate language for meetings: methods and LM expressions 1) accurately, 2) at every opportunity					
Gave balanced (all-inclusive) eye contact.					

Conducting

Prepared an effective plan for the meeting before the meeting.	
Effective opening (see "Conducting a Meeting").	
Kept discussion to the point.	
Used the process for rational decision-making.	
Rephrased participants' statements and questions when necessary.	
Provided a summary after conclusion of each point.	
Was enthusiastic and spoke in an energetic voice.	
Retained firm control of the discussion.	
Kept the meeting moving; avoided blank spaces.	
Effective close (see "Conducting a Meeting").	
Made progress in achieving the general goal within the time limit.	