

Interactive Activity 2: Scenario-Based Self-Assessment Voice Task

Self-Assessment Instructions

You will **assess your own ability** to participate in a meeting by completing a short voice-recording task.

Choose **ONE** meeting role to evaluate yourself on:

- **Chairperson**
- **Presenter**
- **Participant**

After recording, you will **reflect on your performance** using the guide provided.

Scenario: Planning the English Language Week

You are attending a meeting to plan English Language Week at your institution. Your task is to contribute based on the role you choose, using clear, professional communication.

Choose ONE Role & Record (1–2 minutes)

Use the prompts below to guide your recording.

If you choose: CHAIRPERSON

- Greet attendees
- State the objective of the meeting
- Lead or guide the discussion
- Summarize decisions

If you choose: PRESENTER

- Propose ONE activity (e.g., Debate, Treasure Hunt, Kahoot Quiz)
- Explain why the activity is useful
- State what resources or support are needed

If you choose: PARTICIPANT

- Respond politely to the presenter

- Give feedback or ask a relevant question
- Suggest an improvement or alternative idea

 **Record your audio (1–2 minutes)** demonstrating your role.

 **Self-Assessment Reflection (COMPULSORY)**

After recording, answer these questions briefly:

1. **Clarity:**
Was your voice clear and easy to understand?
2. **Content Accuracy:**
Did you follow the prompts for your chosen role?
3. **Professional Tone:**
Did you use polite, meeting-appropriate language?
4. **Confidence & Fluency:**
Did you speak smoothly without long pauses?
5. **Improvement Point:**
What one thing can you improve in your next meeting task?