

## 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.

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### 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.

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### 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.

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### 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?