



## CLASSROOM ACTIVITY 1 - IDENTIFY TO HELP MANAGE

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### OBJECTIVES

On a general level, internalise the guidelines to provide reinforcement and feedback; on a specific level, to design observation guidelines to be able to identify the relevant aspects of the skill we want to train, both in a positive and corrective sense, and to be able to offer specific, objective and concise feedback.

### TIME REQUIRED

20 minutes.

### NUMBER OF PEOPLE

Individual (although it can be done in groups).

### TECHNICAL REQUIREMENTS

Pen and paper.

### INSTRUCTIONS

The learner in the video has difficulties in directing their gaze towards the audience, which does not encourage the listeners to listen. In order to be able to accompany the learner in the process of reinforcement and feedback, following the appropriate guidelines, we can make an observation guideline to note down relevant aspects during the talk:

1. Review the relevant positive aspects that can be taken into account during the talk (content-related aspects, non-verbal aspects, vocalization aspects and other aspects).
2. Select, together with the learner, the aspect that the corrective feedback will focus on.
3. Give the learner the document with the relevant positive aspects and with the aspects you think they most need to improve upon.

## SELF-EVALUATION AND REFLECTION GUIDE

### SPEECH TITLE:

<b>GENERAL POSITIVE ASPECTS</b>
<b>CONTENT-RELATED ASPECTS</b>
- Introduction
- Clarity
- Use of examples
- Organisation
- Use of connectors
- Emphasis on important ideas
- ...
<b>NON-VERBAL ASPECTS</b>
- Facial expression
- Gesticulation
- Body orientation
- Movement
- ...
<b>VOCAL ASPECTS</b>
- Volume
- Pitch and intonation
- Fluency
- Pauses
- Speech rate
- Pronunciation
<b>OTHER ASPECTS</b>
- Use of notes
- Audio-visual aids
- Response to questions and reactions from listeners
- Energy and dynamism

**ASPECTS OF FEEDBACK:****GAZE (using eye contact to engage listeners).**

- Where is the gaze directed? At what times?

<b>POSITIVE</b>	<b>COMMENTS</b>	<b>IMPROVABLE</b>	<b>COMMENTS</b>