4.2 I can enable others to contribute responsibly to collaborative tasks

When completing a collaborative task with others, it is important to enable others to contribute. This is done by observing the rules of netiquette and of working with others generally, for example not interrupting others, actively participate in discussions, etc. I can also help my team mates to contribute by helping my team leader to facilitate tasks or projects. If acting as a team leader I should delegate tasks to my team such that there are balanced contributions.

One collaborative project I took part in was the presenting of a PowerPoint presentation (see 4.3), and the answering of questions put to me afterwards. Please see below the peer review sheet that a colleague has completed about the project.

Peer Observation Sheet

Please be constructive with your criticism, you must be as honest as possible, as this will help the presenter to present more effectively in the future. Use the tick list to identify if communications were effective; use the comments box to add constructive comments (negative & positive).

**Name of Presenter: Michael**

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| --- | --- | --- | --- |
| **Principles of Effective Communications** | **Yes**  **** | **No**  **X** | **Constructive Comments** |
| ***General communication skills*:**  Were cultural differences taken into account? |  | 🗶 |  |
| Correct tone of voice used? | **✓** |  |  |
| Correct use of terminology? | **✓** |  |  |
| Presentation correctly formatted? | **✓** |  |  |
| Was audience engaged? | **✓** |  |  |
| Good use of collaborative technology? | **✓** |  |  |
| Was audience allowed to ask questions – were these open, closed or probing questions? | **✓** |  |  |
| Positive language used? | **✓** |  |  |
| Negative language used? | **✓** |  |  |
| Were there any barriers, eg background noise, lack of concentration in the audience? Please comment |  | 🗶 |  |
| Key messages achieved? Comment what this was. | **✓** |  |  |
| Correct use of Spelling & grammar in presentation materials? | **✓** |  |  |
| Was presentation well structured? | **✓** |  |  |
| Did presenter use capitalisation and was this appropriately used? |  | 🗶 |  |
| Netiquette rule followed? | **✓** |  |  |
|  |  |  |  |
| **Additional Comments:**  Good variation of animation effects.  Lots of very cringe-worthy jokes and one-liners  Personal images and graphics used, so no attribution required | | | |