**ENG 2122 Skills S1a Assignments - Collaborating in projects in business meetings**

This document contains information on the assessment, assignments and retake assignments with deadlines and submission information.

1. **Assessment for Skills S1a**

The assessment is given in the form of a tick: passed (P) or a not passed (NP). The tick is recorded in Alluris at the end of term 1.

**Requirements for a tick**

* Attendance and active participation during the lessons
* Passed the assignments

If you do not attend enough lessons ( <80%) and/or your assignments are not good enough, you will need to do an extra re-sit assignment for Skills 1a on top of the regular 4 assignments.

**Skills S1a assessment form**

The assessment will take place in accordance with the criteria set out in the Skills S1a assessment form. Read this before you start an assignment. Assignments are to be submitted in the GradingApp.

1. **Assignments Business Meetings**

There are four assignments for Skills 1aThe deadline for each is given below. This is the final deadline. It is important that you plan your assignments well. Assignments that you submit after the deadline will not be marked in the Handin. If this happens, you will automatically be registered for the re-sit in January 2021 and need to do all assignments plus the extra assignment.

**Assignments 1 and 2**

You should submit assignments 1 and 2: Handin, before 27 September

**Assignment 1 Structured meetings in a project group**

Write an informative text of at least 400 words about structured meetings. Demonstrate that you are familiar with the tasks, roles and responsibilities of the chair, minute-taker and participants and explain the importance of structured meetings (BOB and SOAT models), using at least three examples.

**Assignment 2 Reflect on your own project meeting**

In at least 200 words and in the first person, reflect using the “I person” on your own role in the project group meeting and give at least one proposal for improvement for that meeting.

**Deadline 1 and 2:**  **before 26 September 2021: Handin**

**Assignments 3 and 4**

**Assignment 3 Agenda**

You take the role of chairman. Now draft a business-style agenda according to the format given, including the agenda items, subject, purpose and timestamp. Use formal writing and activating phrases to motivate your team members.

**Assignment 4 Minutes**

You take the role as scribe. Now write the minutes for your project group meeting and substantiate the decisions and clearly define the action points. Use the HAN format provided. Use formal style and full sentences so your minutes can be easily re-used in the Project report.

**Deadline 3 and 4: 17 October 2021: Handin**

1. **Extra Assignment for Skills 1a resits**

*There is one re-sit assignment in case you were absent too often and did not complete the assignments (sufficient)*

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***Resit deadline 1-4: before 12 December 2021***

**Resit assignment 1**

*Record three minutes of your own project group meeting in which you demonstrate good and bad meeting behaviour (demonstrating the systematic approach for a chair and in decision taking).*

*Write a well-structured and informative text of at least 200 words describing what you are showing and why this is (not) good meeting behaviour.*

The text should be well-structured:

* It should have a header with your name/student number/class/skills teacher name/date
* Length: 200 words