Individual assignment 4 - Feedback - IAL23

In this task, you will provide feedback to a fellow student, and in turn, you will also receive feedback from someone else. Once you've received feedback on your performance, you should analyze it and create a short plan for your future development steps. Finally, you will create a document containing the feedback you've received and your response, formatted as an email to your manager (the educator).

Part 1: Feedback to a fellow student

You will be assigned a specific person to whom you will give feedback on the cultural analysis presentation. Your primary focus should be on the personal aspects, such as presentation technique, but also the group's slides and overall performance may be relevant.

For the purpose of this exercise, imagine this person as a coworker, (but you are not very close.) This feedback should be written as an email, using Business English as much as possible. Please also apply relevant feedback techniques, such as those covered in the course material.

Part 2: Analysing your feedback

You will receive feedback on your presentation technique and performance from another student. This feedback is likely to have real value and can be a valuable tool to enhance your presentation skills—use it accordingly. You are expected to analyze the feedback, for instance, by using "sorted feedback" to identify what are behavioral aspects and what are interpretations. After concluding your analysis, you should have ideas for improvement and also points that you feel are not relevant or do not merit further attention at this time.

Part 3: Summarising and reporting (to your manager)

To summarize your findings, write a new email to "your manager", although imagine that your colleague is included as a "cc". In this email, first, acknowledge that you've received feedback, include the feedback email as a whole, and then proceed to provide your thoughts on the specific details, make sure to also adress points you don't agree with. Additionally, address your future steps, what you will focus on, and how you plan to address them.

The end result will also be formatted as an email, and this is what you will submit for this assignment (in Omniway).