## **Meeting skills Reflection Form**

## **Watch your video and answer the questions. Reflect honestly.**

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| **Aspect** | **Questions** | **Your reflection (Answer the questions in detail)** |
| **1. Content** | * What specific ideas did you contribute to the discussion? * Which of these ideas made a significant difference in the direction of the discussion and/or the team’s final decision? Eg Did you save the team from mis-interpreting the requirements of the task? Did you make a comment/suggestion/contribution that shed light on a point that the team was struggling with? Did you come up with a great idea that the team adopted, etc.? * Did any of your points detract from the discussion or cause the team to lose focus on the main objectives of the discussion/task? * Were your utterances convincing? Eg Did you support your points/agreement/disagreement with relevant and convincing reasons? | * I introduced the concept of individualism and collectivism, and raised two examples of different countries that exemplify these separate concepts. * While providing examples of these contrasting concepts, I unintentionally inspired the team to introduce a way to interleave our topics with answers of the questions that the audience should be able to answer after the presentation. * While introducing the topic of physical contact, I was eager to include it into our presentation by sharing my personal experience. However, after factoring in time constraints and appropriateness, we decided to exclude it from the presentation instead. However, the team meeting as a whole was a success and the impact is negligible. We did accomplish our objectives after some discussion which lead to a consensus. * I provided my stance and shared the concepts supported with ideas and backed up with personal anecdotes. Overall, we decided that the concept of individualism and collectivism is crucial after I presented them with the support of the different countries. However, we decided that although the topic of physical contact is also important, but due to limited time for the oral presentation, it can be omitted. |
| **2. Interaction Skills** | * What did you say/do that contributed towards facilitating the discussion (eg stated the objectives and agenda, summarized points/discussion item, reminded others of the time, invited opinions, moved discussion on to next item, invited quiet members to speak up, etc.)? * What did you say/do that improved goodwill among the team (eg responded positively to others’ utterances, thanked people, lightened the mood with appropriate humour, etc.)? | * Besides assuring that the discussion goes on smoothly by transitioning between teammates, I supported points that are raised by fellow teammates, such as when Yi Jie mentioned about including the topic of physical contact into the discussion. * I relieved the stress of everyone by including a funny personal anecdote during the heavy atmosphere of the team meeting. Everyone is able to proceed with laughter, which contributes to the ease of decision making, finalizing of points, and role assignment in the later phase of the discussion. |
| **3. Body language** | * What body language and nonverbals did you display (eg nodding, smiling, leaning forward, eye contact with speaker, tone of voice, vocalizations, etc.)? * Were they appropriate? How did they affect your team mates/the discussion? | * I nodded, laughed, smiled, maintained eye contact, ensured that my tone is consistent and sufficient to be heard, and making hand gestures while presenting my points. * Yes, they are. The nodding and smiling while the teammates are presenting induces a psychological factor that they are doing well and on the right track, hence ease the nervousness while presenting. |
| **4. Language & delivery** | * Were you able to articulate your thoughts concisely and accurately, or did you take a long time to get to the point? * Did you speak fluently, or were there many pauses and hesitations? * Did you say anything that caused misunderstanding/confusion? * Did you say anything that may have been construed as rude, inappropriate, insensitive, or lacking in tact? | * Yes, I was able to get straight into the point by using the traditional paragraph structure of essays. First, I introduce a topic sentence which included my stance and my topic, followed by examples and detailed elaboration. I presented my topics in a suitable amount of time. * There are some pauses as I adjust my speeches and tried to search for the suitable vocabulary or word that will express my points in a more convincing manner, like modal verbs, transitioning words, and degree of comparisons. * No one raised any doubts about my sharing. * I felt like the sharing of my personal anecdote, although it lifts up the tense discussion atmosphere and sparked joy among everyone, was a little inappropriate and sensitive. |
| **Overall reflection** | Rate yourself as a participant (tick one):   * I was a very active participant. * I was an active participant. * I participated occasionally. * I participated minimally. |  |