

Evaluation sheet

Was I well prepared for the meeting?	
Did I contribute to the outcome of the debate?	
Did I participate sufficiently?	
Did I talk too much?	
Was I successful in convincing the others with my arguments?	
Was it clear what I meant when I spoke?	
Did I understand what was said? If not, why not?	
Was it a good discussion? Why/Why not?	
Did I listen carefully to the others and take account of what they said? Did I change my mind in the face of convincing arguments?	
Could I have improved my vocabulary, accent or intonation?	
Could I have improved my other communication skills?	
Did the meeting go the way I expected? Why/Why not?	

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Business Roles
Evaluation sheet

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