

# Record of Individual Participation in a Group and Self-Evaluation Form

## Positive and honest self-evaluation

This form can help you develop the skill of positive and honest self-evaluation. Fill it in as if you are applying for a job that requires team work and leadership skills, as well as evidence of an ability to work and do a good job.

Title of Project: \_\_\_\_\_

Description of Project: \_\_\_\_\_  
\_\_\_\_\_

Name of Participant: \_\_\_\_\_  
\_\_\_\_\_

Names of Others in the Group: \_\_\_\_\_

Attendance (indicate number of sessions attended and held):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### A. Assigning the Mark

On a scale of 1 (minimum) to 10 (maximum), I would rate my own contribution to the group process and the final product as follows: (circle one)

Commitment to task                    1   2   3   4   5   6   7   8   9   10

Focus on topic                         1   2   3   4   5   6   7   8   9   10

Contribution of ideas                 1   2   3   4   5   6   7   8   9   10

Encouragement of other  
Group members' ideas               1   2   3   4   5   6   7   8   9   10

Leadership                               1   2   3   4   5   6   7   8   9   10

Overall, I would evaluate my work as:    A        B        C        D        F  
(circle one)

## B. Rationale for the Mark: Contributions to the Project

1. How I helped in the planning stages (thinking of ideas, gathering information, drawing ideas together, etc.):

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2. How I helped to keep the group together (encouraging others, relieving tension, finding solutions to problems, offering leadership when needed, etc.):

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3. Tasks I did for the project (writing, typing, organizing materials, designing format, making maps and graphs, using software properly, designing computer presentation and materials, etc.):

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4. How I would change my contribution in future group projects to be more effective:

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5. Confirmation: We, the undersigned, have \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_

## Student Observation Checklist for a Group Task – Peer

This checklist will help you to evaluate the members of your group once a group task has been completed. Read each question carefully and circle the number that best describes your answer.

6 = excellent – more than was expected

5 = very good – everything that was expected

4 = good – most of what was expected

3 = satisfactory – the minimum of what was expected

2 = unsatisfactory – needed some improvement

1 = very unsatisfactory – needed a lot of improvement

How would you describe your group's ability to:						
a) accept one another?	1	2	3	4	5	6
b) listen when someone was sharing an idea?	1	2	3	4	5	6
c) talk positively and helpfully while in the group?	1	2	3	4	5	6
d) come up with positive ideas?	1	2	3	4	5	6
e) support an opinion?	1	2	3	4	5	6
f) think about changing a point of view based on new information or someone else's idea?	1	2	3	4	5	6
g) help and encourage others in the group?	1	2	3	4	5	6
h) take on a specific role (note-taking / computer, keeping track of time, keeping the group on task)?	1	2	3	4	5	6
i) complete the task?	1	2	3	4	5	6
Comments:						

# Oral Presentation

## **Be prepared.**

As you gather material for your presentation, ensure that you have enough to address the topic, but not so much that you will overwhelm your audience.

## **Be confident.**

Practise delivering your presentation in front of a mirror, on tape, on the computer, or in front of trusted classmates until you feel comfortable.

## **Provide a strong opening.**

Begin your presentation in a way that attracts the attention of the audience.

## **Project your voice.**

Speak loudly enough for those at the back of the room to hear you.

## **Maintain eye contact.**

Look at your audience as much as possible and glance down at your notes only long enough to remind yourself of what you plan to say next.

## **Try not to rush.**

Speak clearly and slowly so that your audience has the time to consider what you are saying.

## **Be enthusiastic.**

If you sound interested in your topic, your audience has the time to consider what you are saying.

## **Involve your audience.**

Ask them questions, request their help where necessary, or present them with a mini-survey on your topic.

## **Keep going.**

If you forget something, keep going and return to the point when you remember it.

## **Use audio, visual material or computer presentation when appropriate.**

A poster, chart, map, table or computer presentation and animation can help make your presentation more effective.