

Final Score Worksheet for Discussion Leaders

Name: _____

Discussion Topic: _____

Scale 1-10 points: 5 or less = not adequate; 6-8 = some areas need improvement; 9-10 = very good

Expectations	✓	Comments	Score
INTRODUCTION			
<ul style="list-style-type: none"> Tells why the topic is important and interesting Students can easily answer the first question 	<input type="checkbox"/>		/10
	<input type="checkbox"/>		
COMPREHENSIBILITY			
<ul style="list-style-type: none"> Pronunciation Grammar Word choice Strategies 	<input type="checkbox"/>		/10
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
GROUP MANAGEMENT			
Balanced Participation <ul style="list-style-type: none"> Includes everyone Politely redirects participants who talk too much or are off topic Actively engages participants who haven't spoken much 	<input type="checkbox"/>		/10
	<input type="checkbox"/>		
	<input type="checkbox"/>		
Interactive Discussion <ul style="list-style-type: none"> Asks follow-up questions Summarizes/paraphrases contributions Asks participants to respond to each other Bases later questions on participant answers 	<input type="checkbox"/>		/10
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
TIMING & ORGANIZATION			
<ul style="list-style-type: none"> Finishes after 15-20 minutes Spends the right amount of time on each question Closes the discussion with a summary and/or conclusion 	<input type="checkbox"/>		/10
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Total: _____/50

Additional Comments: