



§ A WORKSHOP REQUIRING NO PREPARATION §

6-1 Self-Evaluation Using a Smartphone Script

Workshop Leader: W.L. Explanation: *

W.L. : Good morning, everyone.

This is the Workshop on Self-Evaluation. Why self-evaluation? Very simply... so as to improve on our presentations.

We are here this morning for self-improvement-specifically, our ability to give more polished and effective presentations. A good starting point for this objective would be conducting self-evaluations.

In today's workshop we will focus on evaluating ourselves using smartphones. Being able to observe one's own speech habits and delivery can be very helpful in determining what and how to improve our presentations.

W.L. : Let me just say that during this workshop, we welcome any input from you so please feel free to comment at any time.

Also when I raise my hand, would you all please turn to me and stop what you are doing.

First, let's gather together in groups of 3 dressed in similar colors. Now, within your group, each person should express her feelings in a simple word. For example, "happy", "nervous", "excited", "uncertain", etc.

Shall we begin: Go ahead and express your feelings within your group.

You will have 2 minutes.

(WL will raise her hand) (Participants will stop speaking)

Now that you know how your group is feeling, consider answers to the following questions:

Question 1: Do you practice your speech?

Question 2: What do you do after practicing?

Question 3: How do you think you did?

Discuss these questions with your group. You will have 2 minutes.

W.L. : (2 minutes later, WL raises her hand and the discussions stop)

Let me ask some questions. Those of you who have rehearsed your speech raise your hand. (Participants raise their hands)

Fine. Ms. A, How do you rehearse?

(Ms. A) "I say it out loud several times recording it on tape".

W.L. : Then after rehearsing, what do you do? Ms. A.

(Ms. A) "I re-write parts of the content, change some vocabulary, and alter my delivery, etc". I try to do an assessment with each review, revise the context and language, and basically make improvements."

W.L. : Good! So you go over your presentation, revise the content and word selections, and then try again. Assessing your performance means that you are able to evaluate your performance.

OK, everyone, what is generally the most familiar evaluation available? Aren't the most frequent evaluations from meetings? What is it that we generally do at the end of meetings? Yes, an overall evaluation is a good meeting wrap-up. Or after speeches, there is usually a review or written critic. The evaluator points out the speaker's good points and/or points of improvement. It is a learning opportunity for both the person being evaluated and the evaluator.

W.L. : But the purpose of the evaluation may not just end there. Through the evaluation process, we will probably be able to see problems with our on speech. We can then decide where and how we would want to make improvements, and with that, continue to practice. In other words, evaluations foster better performance. This brings us back to the purpose of this workshop which is to self-evaluate our own speaking abilities by using the smartphone video.

W.L. : Now let me explain the gist of today's workshop.

Moving forward, we will have each person in the groups give a 1 minute speech which will be recorded on that person's smartphone. The smartphone video will be recorded by a member of the speaker's group. You will be given a speech theme such as cuisine, speaking of ____, recent favorite subjects, etc. So please mentally prepare a 1 minute speech. You will have a minute to prepare.

W.L. : OK, everyone, 1 minute has gone by. We will begin with a speech from Ms. A. Ms. B is entrusted with Ms. A's smartphone. If there are participants who cannot use a smartphone, please support them with assistance. The speech time is 1 minute. Ms. A, would you please begin.

(WL will raise her hand in 1 minute and the speech order will continue from Ms. A, to Ms. B and then to Ms. C, each having a minute to speak)

W.L. : You may all play and review your own recorded speech. If you have earphones, listen to the audio and specify the notable points. The time for this exercise is 3 minutes.

(3 minutes later, WL raises her hand) (Participants cease to speak)

W.L. : Now, please discuss with your group what you noticed in your speech. You will have 2 minutes.

(2 minutes later, WL raises her hand) (Participants cease to speak)

W.L. : Well, I believe we probably noticed a lot that could be improved upon. Let's take advantage of this opportunity.

This is re-do time! Let's have a 2nd stab at our same speeches. This time let's begin with Ms. C and go in reverse order. Ms. A will record the video for Ms. C.

(WL raises her hand after 1 minute, and the speeches continue)

W.L. : What changes were there between the first and second presentations?

Observe the video of the speeches. Listen to the audio, if you have earphones. Note your observations. You have 3 minutes.

(3 minutes later, WL raises her hand) (Participants cease to speak)

W.L. : So, I observed the first and the 2nd speeches and noticed changes. Please have a group discussion of your observations. You have 2 minutes

(2 minutes later, WL raises her hand) (Participants cease to speak)

W.L. : If you would like to share with everyone, points that you have become aware of with your group, please raise your hand.

(Participants share their views.)

W.L. : (Summary) Well, I have gotten some very valuable input from everyone regarding the smartphone: that it makes speeches viewable, and therefore, is a useful tool in self-evaluations.

By utilizing the smartphone, it is possible to observe the tone and delivery of the speech and consequently effectively improve on the next presentation. If the improvable points are noticeable, they are probably fixable. So take advantage of the smartphone, it is useful for practicing and improving speech. Good luck!

W.L. : Any questions?

This has been a very rewarding session. Thank you for your input and participation. It has truly been a pleasure!

ITC-J 2018-2019 Educational Materials Committee Edit.

Authors: Yukari Saiki and Kyoko Urahama

Special Thanks: Ms. Arlene Sullivan