

Appendix 4

Task 4: analysis and reflections

- A. Working as a team, evaluate your team's performance. How successful was your team?
1. Which trip did you recommend?
 2. Did you manage to agree in the time given?
 3. How unanimous was the decision? Did anyone dominate the discussion? Did you need to compromise?
 4. How much was your recommendation based upon the online information and how much was it something else?
 5. What did you learn about collaborating to reach agreement? What would you do differently next time?
- B. Working in pairs, reflect on your own performance and that of your partner as mediators. How well did you / your partner mediate your / his / her text?
1. How complete and correct was the information you gave / your partner gave?
 2. How well did you / your partner convey the information? How confidently, clearly, fluently, and accurately?
 3. Was it delivered interactively? How did you / your partner help others understand the text &/or the info?
- C. Continue to work in pairs, reflect on your active listening skills. How actively did you / your partner listen?
1. Did you / your partner understand all the information about the other trips?
 2. What did you / your partner do to show it?
 3. Did you take notes?
 4. What can you do differently to improve your *active listening* skills?
- D. And finally, reflect on your / your partner's English.
- 1) Were you / your partner easy to understand? How clear were you? How confident were you? How fluent were you? How much did you hesitate or repeat yourself, or search for the right word or expression?
 - 2) What problems or difficulties, if any did you / your partner have with language e.g. vocabulary or expressions you needed but you don't know in English? Make a list of the ones you want to remember.
 - 3) Did you notice any (typical) language mistakes? Make a list of the ones you want to remember.
 - 4) What can you do differently to improve your language accuracy or fluency?