

## Mid-Semester Self-Evaluation

This self-evaluation should focus specifically on your class participation. Making comments during class allows you to improve your ability to speak extemporaneously, which is exactly what you will have to do in all kinds of business situations (e.g., meetings, asking questions at presentations, one-on-one conversations). Thus, we would like you to write a short memo (two or three paragraphs) in which you describe the frequency with which you make comments in class, the nature of those comments, and what is easy and difficult for you when it comes to speaking up in class.

If you have made few (or no) comments during class, this is a time for us to come up with a plan to help you overcome your shyness. Should we cold call you? warm call you? give you an impromptu to do? Our experience is that as soon as a person talks in front of a group once or twice, it becomes much easier—so we need to come up with a way to help you break the ice.

Finally, if you have done an impromptu, please comment on what you see as the strengths and weaknesses of that presentation.

### **CRITERIA FOR GRADING**

**Content:** Is there enough detail (including examples and illustrations) to give readers a complete picture of your contribution to class discussion? If necessary, have you included a workable plan for increasing your class participation?

**Style:** Are paragraphs coherent and sentences concise?

**Mechanics:** Is the memo free from spelling, punctuation, and grammatical mistakes?

### **POINTS**

**5**