

SEMINAR PROGRESS REPORT

Student Name: _____

Seminar: Formal Listening and Speaking

Attendance:	<i>So far, you only have one unexcused absence.</i>
Participation:	<i>You seemed initially hesitant to participate in class discussions. However, I have noticed that you have become more self-initiating and confident about doing so. I appreciate the opinions and perspective you contribute to these discussions. They are much needed because you are the only student from the Middle East in our class, and we would like to learn a lot more about your culture and viewpoints. People that come from different countries have very unique perspectives and stories to tell. I believe it's important to share these with everyone in the class because such perspectives can help to break down cultural barriers between people. In addition to hearing about your perspective, participating more in class discussions can also help you to practice your speaking skills, something from which you can always benefit. Let me know how I can help you in this regard.</i>
Comments:	<p><i>Your progress in class in both oral presentations has steadily improved. You have demonstrated an ability to engage in detailed research for your presentations, which is an important skill to acquire and develop. My suggestions for you include: employing the effective use of visual aids, which can help to enhance your presentation by allowing it to become more comprehensible and attractive to the audience. Sustaining an audience's attention is crucial in any presentation, so visual aids are one way to achieve this end. Also, you have a naturally soft voice, so it's important for you to ensure that the audience can hear you. This does not necessitate talking loudly, just more clearly and in a pace that's not too slow nor too fast. These are two examples of ways that one can attain and sustain an audience's attention.</i></p> <p><i>As far as the Mid-term Test is concerned, you did very well on it, though if you would like to further improve your test-taking skills, you could do so by practicing your listening skills. Listen to the radio or television – particularly the News or documentary programs – in order for your ear to get accustomed to natural, spoken English. Also, if you have a language partner, you may receive more practice in both listening and speaking skills by increasing the frequency of meetings between you and this person.</i></p> <p><i>Keep up the great work!</i></p>
Grades:	<p>Impromptu Speech: 25/30 Process Speech: 24/30 Mid-term Test: 46.5/50 Total: 95.5/110 Percentage: 87% Percentage of total marks for this half of the term: 13%</p>

Academic Co-ordinator _____

Head Instructor Thomas Robles

Instructor Thomas Robles

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Seminar: Formal Listening and Speaking

Attendance:	<i>So far, you have no unexcused absences!</i>
Participation:	<i>Your level of participation in the first part of the term has been moderate. You have been fairly consistent in voicing your opinions and asking questions. However, you need to do more of this in future classes. It's very important not only as a benefit to your speaking skills, but also in developing your discussion skills. Also, I believe it's important for students to share their views with everyone in the class. In so doing, we can all learn a different perspective to which we would never otherwise be exposed. Learning about each other's difference can often lead to a focus on how we are ultimately the same. This is important because this knowledge can break down barriers between cultures. I highly encourage you to participate more openly and frequently in our class.</i>
Comments:	<p><i>Based on your two oral presentations and your one Mid-term Test, you seem to be making good progress. Regarding your oral presentations, it's important for you to consider using more visual aids, which can help to enhance the audience's ability to understand the information you are presenting. You can obtain such images from various resources including books, websites, and magazines. Also, please make more effort at using eye contact, which is very important because it can establish a connection with your audience. In the North American culture, this is an important practice to cultivate because it is only in establishing this connection with the audience that you can attain its attention.</i></p> <p><i>As far as your Mid-term Test is concerned, you could improve this by practicing your listening skills. Listen to the radio or television to – particularly the News or documentary programs – in order for your ear to get accustomed to natural spoken English. Also, if you have a language partner, you may receive more practice in both listening and speaking skills by increasing the frequency of meetings between you and this person.</i></p> <p><i>Otherwise, your progress is very good.</i></p> <p><i>I look forward to working with you in the next half of the term.</i></p>
Grades:	<p>Impromptu Speech: 25/30 Process Speech: 24/30 Mid-term Test: 39/50 Total: 88/110 Percentage: 80% Percentage of total marks for this half of the term: 12%</p>

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Seminar: Formal Listening and Speaking

Attendance:	<i>So far, you have no unexcused absences!</i>
Participation:	<i>I really appreciate your highly interactive attitude in class. You always take the initiative when it comes to asking questions, and such questions are consistently reflective of your interest in the lives of others. This is a highly commendable and desirable attitude to have because it is the kind of trait I believe is conducive to group discussion, learning, and a desire to develop an understanding of others. When people feel that there is a sincere desire to know about who they are, they naturally open up to those who express such a desire. You possess a natural curiosity and inquisitiveness for those around you. Such highly positive traits are ones that should be maintained and encouraged. I have no doubt that you will continue to do so in the next half of the term.</i>
Comments:	<p><i>From the results of your two oral presentations and your Mid-Term Test, you are making excellent progress. Your presentations have been consistently strong and you possess skills in research, the organization of materials, and the delivery of the information that are clearly established in their consistency. I also note how much your pronunciation skills have improved over time, especially when I contrast them with the time when I was last your instructor. I believe such progress can only take place with time and practice and I am happy to be witness to this natural evolution in your linguistic development. Some suggestions I have for you to further improve your presentations would be to consider using more visuals aids. These can enhance any presentation by making them more comprehensible and attractive to the audience.</i></p> <p><i>As far as the Mid-term Test is concerned, you did very well on it, though if you would like to further improve your test-taking skills, you could do so by practicing your listening skills. Listen to the radio or television – particularly news or documentary programs – in order for your ear to get accustomed to natural, spoken English. Also, if you have a language partner, you may receive more practice in both listening and speaking skills by increasing the frequency of meetings between you and this person.</i></p> <p><i>Regardless, I believe you are doing very well and look forward to working with you in the next half of the term.</i></p>
Grades:	<p>Impromptu Speech: 29/30 Process Speech: 28/30 Mid-term Test: 42/50 Total: 99/110 Percentage: 90% Percentage of total marks for this half of the term: 14%</p>

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