

Your last meeting in English.

What went well? Where is there room for improvement?

Do you sometimes have an uneasy feeling after a meeting in English? Perhaps you're unsure whether your language skills were good enough to get your message across. Or maybe you feel frustrated because you know it would have gone so much better in your own language. In this situation it's tempting to throw the baby out with the bathwater and claim that it was **all** a complete disaster. Don't! It won't get you anywhere. Instead take 15 to 20 minutes immediately after the meeting (or at least on the same day) to analyze your performance using this checklist.

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absolutely	yes	not really	not at all

PARTICIPATION

Did I play a full role in the meeting?

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If you think you could have contributed more, what stopped you?

- The vocabulary I needed was very specialized / unfamiliar to me.
- I spent too much time trying to form the right sentences in my head.
- I was afraid of making mistakes.
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Did I talk too much?

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If you think you dominated the discussion, try to find the reasons.

- I was nervous and I often speak too much when I'm nervous.
- I felt safer when I had control of the conversation.
- The others were very quiet and I didn't know what to say to involve them.
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Did I enter into a real dialogue with the others?

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If you feel that you didn't have a real dialogue, try to identify the obstacles.

- I didn't like to / I didn't know how to ask for clarification when I didn't understand.
- I presented my opinions, but didn't link them to what the others had said.
- There was no real dialogue in the group and my attempts to enter into a dialogue failed.
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UNDERSTANDING & CONVINCING

Did I understand the others?

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If you had problems understanding the others, why was this?

- They used a lot of unfamiliar vocabulary.
- They spoke too quickly for me.
- I didn't know how to manage the discussion (e.g. ask the others to explain in different words or slow down)
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Did the others understand me when I spoke?

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If you feel that the others had difficulty understanding you, consider the most likely reasons.

- My vocabulary is limited and I wasn't able to express my ideas in different words.
- I think my pronunciation is difficult to understand.
- I think my grammar is weak.
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Was I able to convince the others with my arguments?

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If you couldn't win the others over to your way of thinking, what stopped you?

- I couldn't explain the reasons for my position convincingly.
- I couldn't judge the atmosphere in the group as well as I can in my own language.
- I found it difficult to show how I felt in a foreign language (e.g. enthusiastic, dissatisfied)
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THE OUTCOME

Am I satisfied with the outcome of the meeting? (e.g. with the decision taken)

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If you're not satisfied:

- *What exactly are you not satisfied with?*
- *What could you have done to improve the outcome?*

Now you should have a more realistic idea of your performance. I'm sure you've identified aspects which you're pretty satisfied with. And the others? They're the ones to work on step by step, meeting by meeting.