

Section 1

#1: Planning the meeting (steps 1-6)

Strengths:

- Your writing shows good organisation by breaking down the planning stage into numbered steps, making it easy to follow.
- You've included important practical details like notifying people and choosing when and where to meet.

Vague Action Words → Your steps use the phrase "think of" repeatedly (steps 1-4), which doesn't give readers clear instructions about what to actually *do*. For example, "Think of what the meeting is about" doesn't explain how to decide on a topic or what makes a good presentation topic. This makes your advice feel incomplete because readers might not know the next action to take after "thinking."

Exemplar: *"Choose a clear topic for your presentation that matches your assignment requirements. Write down 2-3 main points you want your audience to learn."*

#2: Setting up the meeting (steps 1-6)

Strengths:

- You've remembered to include the physical setup details like chairs and positioning, which many people forget.
- Step 5 shows you're thinking about multiple aspects of preparation, not just one thing.

Missing Essential Information → Your advice jumps straight to "Put your presentation in front of the room" without explaining what format the presentation should be in (slides, posters, handouts) or how to actually create the presentation content itself. This is the most important part of preparing for a group presentation, yet your advice sheet doesn't mention practising what you'll say, dividing tasks among group members, or creating visual aids. A reader following these steps wouldn't know how to make their actual presentation materials.

Exemplar: *"Create your presentation slides or posters together as a group. Make sure each person knows which part they will present and practise your sections at least twice before the meeting day."*

#3: During the meeting (steps 1-7)

Strengths:

- You've included helpful speaking tips like voice clarity and pace, which are important for presenting well.
- Your point about staying on topic shows you understand presentations need focus.

Surface-Level Advice → While your points about manners and voice are correct, they don't tell readers *how* to achieve these things. For instance, "Be sure to answer any questions" doesn't explain what to do if you don't know an answer, or how to handle difficult questions. Similarly, "Don't talk too quickly or slowly" doesn't give techniques for controlling your pace. Your advice would be stronger if it explained strategies, such as taking a breath between sentences or asking a group member to help if you're stuck on a question.

Exemplar: *"If someone asks a question you can't answer, it's okay to say 'That's a great question. Let me check with my group members' or 'I'm not sure, but I can find out and let you know after the presentation.'"*

■ Looking at your advice sheet as a whole, you've created a useful starting framework that covers the three main stages of presenting. Your numbered format makes the information accessible, and you've remembered practical details that help readers visualise the process. However, your content needs more depth to truly help someone prepare well.

The biggest gap in your writing is the complete absence of guidance about creating the actual presentation content and working as a group. Additionally, most of your steps tell readers *what* to do but not *how* to do it effectively. For example, you mention dressing appropriately but don't explain what that means for different settings, or you say to answer questions without strategies for handling tricky situations.

To strengthen your advice sheet, focus on adding one or two concrete strategies for each step you've listed. Your "Planning the meeting" section could explain how to choose a topic by considering your audience's interests. Your "Setting up the meeting" section desperately needs 3-4 steps about dividing presentation tasks fairly among group members, creating visual aids together, and rehearsing your presentation. Your "During the meeting" section would benefit from specific techniques like making eye contact with different audience members or using hand gestures to emphasise important points.

Also, consider adding brief examples throughout. Instead of just saying "be on topic," you could write "be on topic - if your presentation is about recycling, don't spend time talking about littering unless it directly connects to your recycling points." This shows readers exactly what you mean, making your advice much more helpful and actionable.

Overall Score: 38/50

Section 2

#1 Planning the meeting

1. ~~Think of what~~[Decide on] the ~~meeting is~~[presentation topic and main message]
2. ~~Think of when to assign~~[Choose a date and time for] the meeting
3. ~~Think of where to assign~~[Select an appropriate location for] the meeting
4. ~~Think of who to invite to~~[Identify your audience and send invitations for] the meeting
5. Notify the people who you want in the meeting
6. ~~Wait until it is close to the day you want it to be on~~[Confirm attendance a few days before the scheduled date]

#2 Setting up the meeting:

1. ~~Go to where~~[Arrive early at the location where] the meeting will be set
2. ~~Put your presentation in front of the room so that everyone can see~~[Set up your presentation materials (slides, posters, or handouts) where all audience members will have a clear view]
3. Make sure there are chairs set up, otherwise, set up your own chairs.[; if not, arrange chairs in rows or a semi-circle so everyone can see]

4. ~~Dress up appropriately and be tidy~~[Wear neat, appropriate clothing that matches the formality of your presentation]
5. Do all your last preparations ~~like~~ [, such as] positioning adjustments, lighting, and any other small adjustments. [, and test any technology you'll be using]
6. Wait until people arrive and until the time you ~~arranged~~ [scheduled]

#3 During the meeting:

1. Introduce yourself and ~~what you are talking about~~ [explain the topic of your presentation]
2. ~~Be~~ [Stay] on topic and don't go off track
3. ~~Be sure to answer~~ [Answer] any questions that you are asked ~~that are~~ [which relate to] your ~~meeting topic~~ [presentation topic]
4. Make sure you have a clear voice so that others ~~understand you~~ [can hear and understand you]
5. Use good manners when speaking to the audience
6. Don't talk too quickly or slowly
7. Keep going until you reach the end of your ~~meeting~~ [presentation]

Good luck!!