

Guidelines for Consulting About a Panel Discussion

These questions apply most directly to an interactive group presentation -- one where group members are expected to converse with one another before an audience (as opposed to a presentation in which individual members will talk individually about their assigned portion of the topic). You should NOT try to cover every one of these categories in a consultation session -- focus attention on a few of them, concentrating on those places where the student has shown good work and those most in need of improvement.

1. DID THE GROUP...

- Develop a clear and well-developed plan for the discussion?
- Arrange the physical space to meet the needs of the presentation?
- Develop and use audio/visual aids?

2. DID THE PANEL PARTICIPANTS...

- Know and stick to the outline of the discussion?
- Contribute frequently?
- Keep contributions focused and BRIEF?
- Avoid repetition of points already made?
- Listen carefully and critically?
- Indulge in *friendly* disagreements about important ideas?
- Appear knowledgeable and prepared to discuss?
- Manage their nonverbal communication effectively?
- Assist the moderator?

3. DID THE MODERATOR...

- Begin the discussion by doing an introduction that:
 - ≈ Presented an opening statement to gain audience attention and create interest in the issue to be discussed?
 - ≈ Stated the central question for discussion?
 - ≈ Introduced the panelists?
 - ≈ Gave a brief overview of the main topics to be discussed?
 - ≈ Made a transition to initiate the body of the discussion?
- Regulate communication during the body of the discussion by:
 - ≈ Asking questions to initiate topics of discussion?
 - ≈ Asking questions to clarify comments made?
 - ≈ Asking questions to probe for additional details?
 - ≈ Making summary statements?
 - ≈ "Rebounding" the group (observing when discussion has drifted off the subject and then reorienting the group)?
 - ≈ Offering opinions/information as a way of stimulating discussion?
 - ≈ Balancing communication among group members?
 - ≈ Mediating any disputes which arose?
 - ≈ Making transition statements when necessary?
 - ≈ Keeping the group on its agenda?
- Close the discussion with a conclusion that:
 - ≈ Summarized the discussion?
 - ≈ Brought the discussion to an emphatic close?