Exercise walk-through

1.6 Technology

GAC Academic English

Method — Key knowledge: a contribution addresses the task and other speakers

A **claim** states a position; **evidence** gives a reason to accept or question it. Personal experience can illustrate a point, but one experience does not establish what everybody needs. Respond to another speaker's actual concern, rather than repeating your planned opinion.

A **consensus** is an agreement the group accepts. Check agreement before reporting it. **Turn-taking** gives others room to contribute; useful participation is not a fixed turn every minute regardless of the conversation. A provisional preference can remain conditional on checking a fact, and unresolved objections belong in the record.

Method — Source A: text or task brief

Task brief: A group must recommend one place for a weekly after-school study meeting. The candidates are the library seminar room and classroom 204. The library room is quiet and holds eight people, but its opening for the proposed time is not confirmed. Classroom 204 holds twelve, and the supervisor has confirmed availability until 17:00. The group expects ten participants. No booking has been made.
Lin: I prefer the library because it was quiet when I studied there last week.
Mei: Quiet matters, but ten people would not fit its eight places. Classroom 204 has twelve places, and we know it is available until five.
Rui: We should ask whether another library room exists, but the task asks us to recommend one of these two places now.

Method — Source B: response or review record

Dan's draft reply: "Everyone likes the library. We already booked it, so there is no need to hear Mei's concern." Lin has supplied only his own experience, and the record supplies no booking or whole-group preference.

The group has not reached agreement. Mei suggests recommending classroom 204 for the proposed ten people, subject to checking the exact meeting start and supervisor's booking process. Rui wants the decision record to mention why the library option was not selected. Dan has not yet replied to this proposal. The task brief gives neither the exact start time nor a completed permission process.

Method — Worked example: respond to the capacity concern before claiming agreement

Known: the library room holds eight and the group expects ten. Why respond to Mei's concern? Quietness alone does not solve the capacity mismatch. Classroom 204 has enough places and confirmed availability until 17:00, but the precise start and booking steps still need checking.

A constructive reply can acknowledge Lin's quiet-study reason, explain the capacity limit, propose classroom 204 and invite Dan's response. Record it as a proposal until agreement is checked. Do not turn silence into consent or a recommendation into a completed booking.

Exercises 2.1·2.3

2.1 State the expected group size and the library room's capacity. [2]

2.2 State TWO supplied advantages of classroom 204 relevant to the task. [2]

2.3 Identify THREE unsupported statements in Dan's draft reply. [3]

Exercises 2.1·2.3

2.1 State the expected group size and the library room's capacity. [2]

2.1 Ten participants; eight places.

2.2 State TWO supplied advantages of classroom 204 relevant to the task. [2]

2.2 Twelve places, enough for the proposed ten people; confirmed availability until 17:00.

2.3 Identify THREE unsupported statements in Dan's draft reply. [3]

2.3 Everybody likes the library; it is already booked; there is no need to consider Mei's capacity concern. The first two lack supporting records; the last ignores a relevant constraint.

Exercises 2.4·3.1

2.4 State a reason for acknowledging Lin, a reason for considering Mei and a check needed before recording consensus. [3]

3.1 Evaluate THREE proposed records: “Silence means agreement”; “Lin’s experience proves everyone prefers the library”; “Recommending classroom 204 completes its booking”. Give a correction and reason for each. [6]

Exercises 2.4·3.1

2.4 State a reason for acknowledging Lin, a reason for considering Mei and a check needed before recording consensus. [3]

2.4 Lin identifies quietness as relevant to study. Mei supplies the capacity mismatch and a feasible alternative. Ask the group, including Dan, whether they agree; no agreement is recorded yet.

3.1 Evaluate THREE proposed records: “Silence means agreement”; “Lin’s experience proves everyone prefers the library”; “Recommending classroom 204 completes its booking”. Give a correction and reason for each. [6]

3.1 Award correction B1 and reason B1 per record. Check explicit agreement: no reply is not a confirmed consensus. Retain Lin’s experience as one person’s evidence: no whole-group preference was collected. Check the exact start and supervisor’s booking process: availability and a recommendation are not completed permission/booking.

Exercise 3.2

3.2 Write an 80–110 word discussion contribution. Acknowledge Lin, answer Mei's concern, propose a justified option, invite another speaker and keep agreement and booking checks pending. [8]

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3.2 Write an 80–110 word discussion contribution. Acknowledge Lin, answer Mei's concern, propose a justified option, invite another speaker and keep agreement and booking checks pending. [8]

3.2 Local analytic rubric, 8 × B1: acknowledges Lin's quiet-study reason; responds to Mei's ten/eight mismatch; twelve-place classroom option; confirmed 17:00 limit; recommendation/booking distinction; start and booking checks; invites a speaker and checks actual agreement; coherent truthful 80–110 word response. Example: "Lin, I agree that a quiet room would help us study, and your experience is useful. However, Mei's capacity point matters: ten participants cannot fit the library room's eight places. I suggest classroom 204 because it holds twelve and is available until 17:00. That is a proposed recommendation, not a completed booking. We still need to confirm our exact start and the supervisor's booking process. Dan, would you support this option, or is there a concern we have missed? Before recording agreement, we should hear your response and explain why the smaller library room was not selected."