

Exercise walk-through

2.3

Life Skills

GAC Study and Communication Skills

Method — Key knowledge: ask about this person and this task

Culture includes shared practices, meanings and expectations. Individuals and work conditions also differ. **Cultural diversity** can bring different experiences; it does not establish a person's intention or knowledge.

A **stereotype** applies a generalised group expectation to an individual. A nationality label cannot establish why someone was silent or what a phrase meant.

Adapting means agreeing a workable shared process. Ask about the reported need, retain task rules and check the result.

Confirm a decision by restating who does what and by when, then inviting correction. Record a confirmed answer or an unresolved point. An invitation or a polite response alone does not establish agreement, participation or correctness.

Method — Source A: fictional draft agreement

The project brief requires each of four members to explain one checked finding during a ten-minute group presentation. Prepared notes and a short question-reading pause are permitted. The report draft must reach the group by Friday 16:00, with each member's comments due Sunday 18:00.

Wei asks, "Can everyone send comments by Saturday 18:00 instead?" Ana says, "That could be difficult." Wei writes "everyone agreed". No answer has been recorded from Jo or Mei. Wei adds, "People from Ana's country never disagree directly, so she must mean yes."

Asked what is difficult, Ana explains that she works on Saturday and can send comments by Sunday 18:00. Wei restates the original Sunday deadline and asks all four to confirm. All four confirm that they can meet Sunday 18:00; Wei records the replies. No comments have been delivered yet.

Method — Source B: rehearsal record

At Tuesday's rehearsal Wei and Mei answer every question immediately and interrupt Ana and Jo. Ana and Jo say they prepared answers but need time to read the question before responding. No record identifies anyone's personality trait or nationality as the cause.

The group agrees question areas and a short pause before inviting the member responsible for that area. At Wednesday's rehearsal each member answers one question. The group compares all four responses with the report: three are accurate; Jo's response says twenty survey responses where the checked report gives twelve. Jo notes the correction to twelve. There has been no new rehearsal or unaided response after that correction. The final presentation has not happened.

Method — Worked example: a recorded reply is better than an assumed intention

Known: Ana says Saturday could be difficult. Why ask about the task? Her phrase does not identify the obstacle or establish agreement. Her explanation supplies a specific work constraint and a feasible Sunday reply under the brief. Recorded confirmation establishes the agreed deadline, not completed comments.

In rehearsal, all four members speak after the revised turn arrangement. One response is still inaccurate. Correct the figure and rehearse another response with agreed notes and reading time; compare it with the checked report and record the result. Do not infer a cultural cause or promise final accuracy.

Method — Worked example: a recorded reply is better than an assumed intention

Her phrase does not identify the obstacle or establish agreement.



All four confirmed the Sunday deadline
Agreement does not establish completed comments

An ambiguous phrase leads to task clarification and a recorded confirmed deadline.

Exercises 2.1·2.3

2.1 Identify TWO reasons why Wei's first "everyone agreed" record is unsupported. [2]

2.2 State Ana's reported Saturday constraint and the deadline all four actually confirmed. [2]

2.3 Explain why Wei's nationality claim is a stereotype, and contrast it with TWO specific facts from Ana's clarification. [3]

Exercises 2.1-2.3

2.1 Identify TWO reasons why Wei's first "everyone agreed" record is unsupported. [2]

2.1 Ana's phrase did not explicitly confirm Saturday; no answer was recorded from Jo or Mei. Accept another distinct supported reason. Do not treat Ana's nationality as evidence of agreement.

2.2 State Ana's reported Saturday constraint and the deadline all four actually confirmed. [2]

2.2 Ana works on Saturday. All four confirmed Sunday 18:00. Saturday was proposed, not confirmed.

2.3 Explain why Wei's nationality claim is a stereotype, and contrast it with TWO specific facts from Ana's clarification. [3]

2.3 Wei applies a generalisation about a national group to Ana's individual intention without checking it. Ana reports a Saturday work commitment and says she can send comments by Sunday 18:00. These are her recorded answers, not an inference from nationality.

Exercises 2.4-3.1

2.4 State what Wednesday's rehearsal shows about participation, its remaining accuracy gap and ONE specific next check. [3]

3.1 Evaluate THREE claims using the supplied records: "A polite phrase proves agreement"; "All four speaking proves every answer is correct"; "Nationality explains the earlier silence". Give a supported correction and a reason for each. [6]

Exercises 2.4-3.1

2.4 State what Wednesday's rehearsal shows about participation, its remaining accuracy gap and ONE specific next check. [3]

2.4 Each member answered one question. Jo gave twenty responses instead of the checked twelve; correcting a note has not yet been tested in a new response. Rehearse another relevant question before the final presentation with the agreed reading time/notes, compare the response with the checked report and record whether correction is still needed.

3.1 Evaluate THREE claims using the supplied records: "A polite phrase proves agreement"; "All four speaking proves every answer is correct"; "Nationality explains the earlier silence". Give a supported correction and a reason for each. [6]

3.1 Award 2 per claim: supported correction, reason. Ask and record confirmation: the phrase did not establish Saturday agreement and two replies were missing. Check answer content as well as turns: all four spoke, but one answer was inaccurate. Keep the cause of silence open: interruptions and a reported reading-time need were recorded, but no record identifies nationality as the explanation. Accept equivalent corrections tied to the supplied evidence.

Exercise 3.2

3.2 Write an 80–110 word review in Wei's voice. Include the unsupported agreement record, Ana's actual constraint and confirmed deadline, the revised rehearsal arrangement and observed result, the remaining gap and a specific recorded next check. Keep the final presentation outcome open. [8]

Exercise 3.2

3.2 Write an 80–110 word review in Wei’s voice. Include the unsupported agreement record, Ana’s actual constraint and confirmed deadline, the revised rehearsal arrangement and observed result, the remaining gap and a specific recorded next check. Keep the final presentation outcome open. [8]

3.2 Local analytic rubric, $8 \times B1$: unsupported agreement acknowledged; actual Saturday constraint; confirmed Sunday deadline; revised pause/turn arrangement; all four answered; one inaccurate figure and untested correction retained; specific next task with recorded check; coherent truthful 80–110 word review. Example: “I recorded everyone as agreeing to Saturday without clear replies. Ana explained that she works on Saturday and can comment by Sunday 18:00. After I restated Sunday, all four confirmed it. We also agreed question areas and a reading pause for rehearsal. Each member then answered one question, but checking against the report found that Jo said twenty responses instead of twelve. Jo corrected the note; a new response has not yet been checked. Before the presentation we will rehearse another relevant question with the agreed pause, compare the answer with the report and record whether further correction is needed.”