

**1) INTRODUCTION** (5 secs)

*Give your report in third person. Refer to each speaker by name and address the whole room.*

\_\_\_\_\_ talked about \_\_\_\_\_

**WHAT I LIKED**

**WHAT CAN BE IMPROVED**

2) second thing I liked (15 secs)

4) what I liked BEST (15 secs)

"I liked ...", "I thought...", "I noticed..."

3) recommendation (20 secs)

Remember, give suggestions not criticism.

"I suggest ...", "I recommend..."