

1.6 Respond to others and record a justified group decision

Name: _____ Class: _____ Date: _____

Total: 24 marks

KEY WORDS claim 论断 • evidence 证据 • consensus 共识 • turn-taking 话轮转换

Objective

Respond to others and record a justified group decision. This is original GAC001-aligned practice, not an official assessment. All people, texts, records and instructions are fictional. These printed transcript and planning tasks do not supply a reviewed recording or assess spoken delivery. Oral practice requires a teacher to observe the actual speech.

1 Key knowledge and worked examples

■ Key knowledge: a contribution addresses the task and other speakers

A **claim** 论断 states a position; **evidence** 证据 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** 共识 is an agreement the group accepts. Check agreement before reporting it. **Turn-taking** 话轮转换 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.

■ 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.

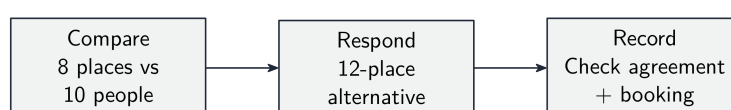
Rui: We should ask whether another library room exists, but the task asks us to recommend one of these two places now.

■ 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.

■ 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.

2 Practice

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]

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

3 Exam-style questions

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]
