

Minutes of the Meeting

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Focus Group Discussion

Date: April 24, 2014

Agenda:

Write and speak grammatically correct sentences

Present:

1. Trainee A [mediator]
2. Trainee B [secretary]
3. Trainee C
4. Trainee D
5. Trainee E

CBT Concerns	Discussions	Resolutions/Agreement
1. Identify the different parts of speech	<ul style="list-style-type: none"> - The participants soon listened as the mediator emphasized the skills and development of the trainees. 	<ul style="list-style-type: none"> -The participants agreed to repeat the presentation so as to enhance their skills especially with the proper usage of the parts of speech.
2. Use the different parts of speech in a sentence	<ul style="list-style-type: none"> - Focus on the Performance Criteria Checklist 1.1.2 as how trainees write a self-introductory paragraph - Focus on the Performance Criteria Checklist 1.1.3 as to how trainees conduct a self-introduction speech 	<ul style="list-style-type: none"> -They also agree to polish more of their sentences construction and the use of correct verb tense. -The mediator emphasized to develop contents towards the attainment of the skills to be mastered.

3. Determine the difference between informal and formal English	<p>-The mediator also explained the conditions to determine the difference between informal and formal English.</p> <p>-Focus on the Performance Criteria Checklist 1.2.4 as how trainees</p>	<p>-The participants agreed to repeat the presentation so as to enhance their skills especially with the use of casual and appropriate pattern suitable in various English situations</p> <p>-They also agree to polish more of their sentences construction following the steps in formal writing.</p> <p>-The mediator emphasized to develop contents towards the attainment of the skills to be mastered.</p>
4. Identify the words and expressions between informal and formal English	<p>-Focus on the Performance Criteria Checklist 1.2.5 as how trainees</p>	
5. Monitoring of learning activities a. Achievement chart b. Progress chart	<p>-Monitor all the trainees' learning activities and development of skills</p>	<p>-The mediator explained that participants should comply all the learning activities by the end of the month.</p>
6. Feedback	<p>-Assessment Method using Self-Check and Performance Criteria Checklist</p>	<p>-The participants agreed that it is necessary to review all the information sheets given to them and answer the self-check.</p> <p>-The mediator also noted the Performance Criteria as guide in performing the task and let the</p>

		trainees practice on their own pace.
7. Slow learners	-Trainee C mentioned about taking remedial classes for slow learners.	-The mediator noted the trainee's suggestion and definitely agreed with it.
8. Other concerns	-The participants are encouraged and motivated in giving their observations.	-Ice breakers will be prepared by one of the participants before the minutes of the meeting starts.