Task title: moderate a live panel

Teacher: PW

Class:

Level: B2

Types of activity involved: *listening, speaking,*

moderating, evaluating.

Time required: 90 minutes

Task description

Learners watch a video on 'how to be a good moderator'. They watch further videos and notice good and bad features of a moderator. They learn some vocabulary for moderation and practise moderating a session themselves.

Lesson Plan

Pre-task 30 mins

1. Tell learners that you're going to watch a video giving advice for moderators. Tell them to write down any useful advice.
2. Learners watch 'How to be a moderator'. Available at: https://www.youtube.com/watch?v=PGGnKxdh5Xo
3. In pairs, learners share the tips they wrote down.
4. In open class, teacher elicits the most valuable advice for moderators. For example, 'a successful panel is a managed panel and that manager is the moderator.'

5.   Play the first minute of the panel discussion in the following videos. Learners should note down:

•   the body language of the moderator (how their body moves, facial gestures like smiles, etc.)

•   the impression this gives to the audience

6.   Learners feedback what they noted down.

7.   Ask learners to draw the following table in their books across one side of A4. As they watch the following videos they should fill in the table with useful phrases for moderating. One example is given for each video below.

Video 1	Video 2	Video 3	Video 4
Thank you for getting up so early this morning.	*Let me begin by thanking...*	*The title of this panel is...*	*To kick things off I'd like to ask...*

Video 1: CA World '15: Women in Technology Breakfast and Panel Discussion - https://www.youtube.com/watch?v=B7dmWtJfc0w

Video 2: The Nature of Reality - An Interdisciplinary Panel Discussion - https://www.youtube.com/watch?v=5-2mFD9Hb00

Video 3: Information Theory the Next 50 Years Panel Discussion - https://www.youtube.com/watch?v=BLh9rIgRTV8

Video 4: The Future of Work is Creative Panel Discussion - March 27, 2017 - https://www.youtube.com/watch?v=u9w6egJgZi0

8. Learners watch the videos for around 2 to 3 minutes (or longer as the teacher sees fit) and fill in the table.

9. In pairs, learners compare the useful phrases they wrote down.

10. Say to the learners: 'You know how to open a moderating session now and some useful phrases. How do you open up a moderating session to the audience?'

11. Elicit responses.

12. Skip to 38:35 in Video 1. Ask learners to note how the moderator opens up the floor.

13. Feedback on phrases used by the moderator to open up the floor.

Task cycle 45 mins

14. Learners, in pairs, brainstorm three 'panel' topics related to their work that they'd like to talk about.

15. Teacher writes all the suggested 'panel' topics on the whiteboard.

16. Learners choose one topic – the first 'panel' topic. For example: Improving the visibility of CMS services to students.

17. The group nominates four or five 'experts' who will discuss the topic and one moderator who will moderate the topic.

18. Give ten minutes preparation time for the 'experts' and the 'moderator' to prepare what they would like to say.

19. Arrange the chairs so the panel and moderator are facing the rest of the class.

20. Start the moderation session. Let it run for 10 – 15 minutes (but can be longer). Make sure the moderator opens the session, invites contributions from the panellists, closes the session and opens the floor for questions.

21. After each round, the teacher can feed in further vocabulary such as bringing in the audience for a Q and A. For example: 'I'd like to open the floor up to questions now.'

22. Go back to and choose a different topic, a different moderator and different experts.

Post-task 15 mins

23. Ask the learners for their evaluation of the moderation sessions. What was easy? What was difficult? What needs to be improved?

<u>Extension activities</u>

For homework learners could write a plan for a panel discussion at their university. Ask them to think about the following questions:

- What would the topic be?
- Which experts would they invite?
- What would the format be?
- Who would moderate the discussion?
- Who would the audience be?
- How do you want the audience to feel when they leave?