

HR1C 46 Workplace Communication in English (SCQF level 6)

Assessment 3

Sample completed learner discussion record

1 Discussion purpose	To agree on local activities suitable for company guests.
2 Group members present	Anna, May, Rosa, Lee, Mike, Jon
3 Location/date/time	Room 101 November 27 12.00
4 Key discussion points	Each person spoke about one local activity. Anna: Riverside Museum tour with afternoon tea in the Tearoom. Entry is free. Many interesting old cars and buses, also the Tall Ship moored on the river; Scottish food is available in the tearoom. May: Boat trip on Loch Lomond. Scenery is amazing. A commentary and a live guide provided. A disadvantage is that the weather is not reliable — it might rain. There would be a group discount. Rosa: Travel on the Underground train to look at the historic buildings in the city centre followed by shopping in Buchanan Street. There is no cost and it is listed as one of the top city attractions in visitor reviews. Lee: Visit to the shipyard. The company would provide a tour and a guide and the group could be interested in seeing local industrial practice. Mike: Visit to Stirling and Stirling Castle. An historical centre. It might take some time to travel there by train but the countryside is interesting and there are photo opportunities. Mike showed leaflets and pictures. Jon: A round of golf at a world famous course. Turnberry. The par-72 Kintyre course is 6,921 yards long on the sea coast. This is expensive but can be booked for groups of four people and has been very popular with visitors willing to pay their own fees. Other cheaper golf courses can be booked.
5 Recommendations or actions agreed	The group felt that all the activities were interesting but that some more details on costs and arrangements were needed before a decision could be made. Action: It was agreed that each person would write a short report recommending a local attraction (to be presented to the manager).