

### Action Assessment

After you complete your action, you will evaluate and provide documentation of your action.

#### Requirements

- Submit the google form by the due date on the syllabus. The form can be found at: <https://goo.gl/forms/jwSctT1srm8kGCcm2>.

The form asks you to complete the following:

1. Describe your action.  
Be specific as to the action. Who was the audience? Where? When? What happened?
  2. How did the audience respond?
  3. What aspects of your action were most effective?
  4. What would you do differently? Think about audience analysis, evidence, preparation, and so forth.
- Submit documentation of your action on the course Moodle site by the due date on the syllabus.
    - o Documentation may take many forms—official meeting minutes, newspaper reports, email, etc.