

# Panel Discussion Checklist

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Did the moderator:

- Present an opening statement to gain audience attention and create interest?
- Introduce the panelists?
- Ask questions to initiate discussion?
- Balance communication among the panelists?
- Keep the group on the agenda?
- Summarize the discussion?

Did panelists:

- Know and stick to the outline?
- Keep contributions focused and BRIEF?
- Avoid repetition of points already made?
- Listen carefully and critically?
- Indulge in friendly disagreements about important ideas?
- Appear knowledgeable and prepared to discuss?
- Manage their nonverbal communication effectively?
- Assist the moderator?