Informal Speaking Checklist

Name: _____

01230Starts/continues conversation0Uses appropriate attention getting strategies0Includes others in conversation0Adds own ideas to others0Pauses to think before responding0Responds appropriately to questions/statements0Responds appropriately to questions/statements0Asks questions for clarification or understanding0Is constructive and supportive0Is constructive and supportive0Uses appropriate tone and volume0Uses appropriate to speaking situation0Uses on what its being said and on the task at hand0Sensitive to the thooghts/fc/ings/opinions of others0Sensitive to the thooghts/fc/fc/ings/opinions of others0Uses appropriate body language0Uses appropriate body language10Uses appropriat	ts
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