

Informal Speaking Checklist

Name: _____

Initiation	Reluctant 0	Emerging 1	Satisfactory 2	Excelling 3	Comments
<input type="checkbox"/> Starts/continues conversation					
<input type="checkbox"/> Uses appropriate attention getting strategies					
<input type="checkbox"/> Includes others in conversation					
Response					
<input type="checkbox"/> Adds own ideas to others					
<input type="checkbox"/> Pauses to think before responding					
<input type="checkbox"/> Responds appropriately to questions/statements					
Conversational Strategies					
<input type="checkbox"/> Paraphrases what others say to ensure understanding					
<input type="checkbox"/> Asks questions for clarification or understanding					
<input type="checkbox"/> Is respectful of other points of view					
<input type="checkbox"/> Is constructive and supportive					
<input type="checkbox"/> Uses appropriate tone and volume					
Structure/Support					
<input type="checkbox"/> Supports ideas with examples/details/evidence					
<input type="checkbox"/> Uses language and style appropriate to speaking situation					
<input type="checkbox"/> Speech is clear and articulate					
Focus/Attention					
<input type="checkbox"/> Focuses on what its being said and on the task at hand					
<input type="checkbox"/> Attentive to language cues of others					
<input type="checkbox"/> Sensitive to the thoughts/feelings/opinions of others					
Body Language					
<input type="checkbox"/> Looks at speaker					
<input type="checkbox"/> Respects others personal space					
<input type="checkbox"/> Uses appropriate body language					
Totals:					
					Score/60: _____
					Score/100: _____

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