Checklist for Improving Speaking Skills

Do you use these communication skills when you are talking?

Body Language

- ☐ face the person you are speaking to
- ☐ nod your head when the other person speaks to show you're listening
- ☐ make eye contact to connect with the other speaker(s)
- ☐ use body gestures (move arms and hands) when you speak
- ☐ relax, be engaged and listen to the speaker(s)

Fluency

- ☐ use pauses effectively
- ☐ don't say "um" and "ah" too much
- ☐ speak loud enough so the other person can hear you (no hands covering your mouth when you speak)

Interactive Communication

- ☐ start a conversation
- ☐ introduce new ideas into the conversation
- ☐ keep a conversation going by using questions like "How about you?" "What do you think?"
- ☐ check in with the other speaker to see if he/she has understood you
- ☐ listen and respond to the other speaker appropriately to the situation

Pronunciation

- ☐ is understandable and can be followed by the other speaker
- ☐ use some variety in your voice (volume, rate, pitch and rhythm)
- ☐ use stress and intonation
- ☐ emphasize key words (nouns, verbs, adjectives, adverbs)

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Content

- ☐ give an opinion
- ☐ ask a question
- ☐ ask for clarification
- ☐ offer to help
- ☐ agree or disagree
- ☐ politely interrupt someone
- ☐ make a suggestion
- ☐ give advice
- ☐ get information from the other speaker
- ☐ provide information
- ☐ summarize what the speaker has said
- ☐ discuss important issues
- ☐ introduce yourself

Vocabulary

- ☐ use some advanced words
- ☐ use a variety of words
- ☐ use some idioms/phrasal verbs where appropriate

Grammar

- ☐ use short responses/phrases, not just yes/no answers
- ☐ form simple sentences in the correct word order
- ☐ use a variety of verb tenses where appropriate
- ☐ use a variety of sentence structures
- ☐ connect ideas with and, but, so, etc. (coordinating conjunctions)
- ☐ connect ideas using adverb clauses
- ☐ connect ideas using relative pronouns (adjective clauses)
- ☐ use transition words and phrases so others can follow your sequence of ideas

Self-Assessment

- ☐ I use __ of these 41 communication skills.
- ☐ I think my communication skills are __ excellent, __ good, __ average, __poor, __ terrible.
- ☐ I think I __ can __ cannot improve my communication skills.

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