

Speaking Checklist

Follow these speaking rules when you are sharing ideas with others about your project, presenting to the class, or working with a partner or a group.

- I will wait my turn to speak.
- I will express my ideas using accurate information.
- I will present ideas and arguments in a logical, organized way with supporting facts and details.
- I will make eye contact with my audience.
- I will speak in a clear voice and loud enough so others can understand me.
- I will speak slowly and pronounce my words correctly and speak with expression.
- I will ask and answer questions thoughtfully.
- I will participate in discussions, adding my own ideas and staying on topic.
- I will express my agreements and disagreements respectfully.
- I can create images or add audio or video images to enhance my presentations.
- I am aware of differences in vocabulary and choose words appropriate to the situation.