

II. Giving Instructions

- Give short, simple, common, routine instructions to a familiar person.

Task In a classroom, give instructions to a classmate to perform routine tasks.

Tool Checklist - Pair

The example could be an ongoing part of your class or a topic in a unit on Education. The tool is adaptable to various other listening and speaking tasks.

1. At the beginning of each class, assign a student to introduce the class by giving simple instructions such as: *Please open your portfolio (or binder); Please turn off your phone; Please speak English, etc.*
2. Use the checklist to assess the performance of the speaker, checking to see if the other Ss respond correctly to the instructions. Repeat daily or weekly, assessing different Ss each time.
3. Collect the information from the checklist and decide what needs to be covered in the class in more detail.



Time saving tip: Assess two competencies at once. Use a similar checklist for Listening CLB 2-II Comprehending Instructions, and observe the speaker as well as the listener.

LINC 2 Name: <u>Erika</u>	Date: <u>Feb. 5, 2015</u>		
CLB: <u>Speaking 2-II Giving Instructions</u> Task: <u>Give classroom instructions to a classmate</u>			
	😊	😐	☹️
Achieved Task	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Instructions are easy to follow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Was polite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used steps (e.g., first, next, then)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<i>You speak very clearly. Don't forget to say "please". 😊</i>			

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	😊	😐	☹️
Achieved Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructions are easy to follow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was polite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used steps (e.g., first, next, then)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

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Used steps (e.g., first, next, then)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

LINC 2 Name: _____	Date: _____		
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Comments:			