

Self-assessment Checklist for Speaking

Here's how to use this checklist. You may want to make a photocopy of it so that more than one person can use it. You might also want to use pencil, so that you can erase your answers and use the checklist again.

1. Read each statement, and for each one circle the number which you feel best expresses how well you think you do *when actually using the target language in specific, real-life situations*.
2. If you feel that a statement describes something you would never want to do in the language, disregard it.
3. Go back and look at your answers for each level. For example, look at the Intermediate Level tasks. If you have marked yourself as at least *adequate* for nearly all of the items then you can assume that you have achieved that level of proficiency. If you have marked yourself as adequate for about half of the items, you may be in the upper range of the next lowest level.
4. Record your assessment of your level on the proficiency summary worksheet. (You may also want to photocopy that sheet and keep the original as a master copy.)

Speaking Tasks

Novice Level

1. I can greet people politely when I see them

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

2. I can thank people for doing something for me

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

3. I can order a cup of coffee, or food in a restaurant

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

4. I can count to 100

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

5. I can say good-bye politely

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

6. I can tell someone my name and where I am from

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

7. I can name 10 or more concrete objects in each of the following areas: furniture, plants, animals, tools, machines, food items

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

8. I know the names for various classes of people, such as men, women, boys, girls, babies

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

9. I know the words for the major color distinctions in the target language

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

10. I can describe the size or age of objects and people, such as a big boat, or a small child

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

Speaking Tasks -- Intermediate level

1. I can introduce myself, giving my name and basic personal information such as would be given at a first meeting

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

2. I can give someone directions on how to get from one place to another

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

3. I can describe to a doctor or nurse the symptoms of health problems I have

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

4. I can tell about my family, giving their names and simple information about them, such as their occupations or what they look like

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

5. I can arrange to meet someone at a particular time and place and date in the near future

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

6. I can describe what I usually do on the weekend

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

7. I can request items, discuss prices and handle currency in a situation involving a purchase

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

8. I can ask questions about menu items, order food, and ask for and settle a bill at a restaurant

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

9. I can describe in detail a particular place, such as a school, park, or store

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

10. I can talk about things I like to do, such as leisure activities, favorite hobbies or pastimes

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

11. I can talk about things I expect to do in the future, such as a planned trip or activity

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

Speaking Tasks -- Advanced Level

1. I can describe a sequence of events that happened in the past -- for example, last week

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

2. I can describe things that used to happen in the past, such as things I used to do when I was younger, or people and places I used to know or visit

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

3. I can compare and contrast two objects, customs or places

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

4. I can tell someone about my future plans or goals

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

5. I can explain a simple process I know how to do, such as making a cake or repairing a tire

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

6. I can give clear instructions about what I would like someone to do, explaining the steps involved in carrying out an activity, as in telling a housekeeper how I would like her wash the clothes

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

7. I can give a brief, organized, factual summary of what happened in an event at which was present

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

8. I can give advice to someone faced with making a decision, giving reasons for my advice

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

9. I can lodge a complaint, giving the reasons and details of why I am dissatisfied

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

10. I can express personal apologies clearly and appropriately to someone I have offended

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

11. I can state the advantages and disadvantages of a situation, (such as living in a big city) or a decision (such as whether to stay in school)

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

12. I can tell someone what I would do in a hypothetical situation; for example if I suddenly came into a lot of money

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

13. I can answer the telephone at home or at work

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

14. I can describe my job and the organization I work for

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

15. I can direct people to the right building or office

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

16. I can handle simple job-related inquiries

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

Speaking Tasks -- Superior Level

1. I can persuade someone to do something he doesn't want to do or to stop doing something I don't like

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

2. I can describe a complex object, such as a car or bicycle or computer, in detail, using the correct vocabulary

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

3. I can present arguments on both sides of a familiar issue or topic and tell someone the merits of the arguments

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

4. I can discuss a professional topic at length and in detail

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

5. I can explain in detail a non-routine, complex process I know how to do, (such as how to do grammatical analysis or repair a car)

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

6. I can present a talk at a professional meeting

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

7. I can tell someone in detail what I think would be the possible consequences of a certain situation — for example, what I think would happen if the price of coffee were to rise suddenly

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

8. I can express what I think might happen if something unexpected occurs

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

9. If there are at least two possible choices of action in a situation, I can propose a course of action and defend my proposal in such a way that people are persuaded to accept my idea

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

10. I can state a personal point of view on a subject, including controversial issues, explaining why I hold my beliefs

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

11. I can handle formal business negotiations

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

12. I can talk to dignitaries or influential people

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

13. I can discuss most issues in the news

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

Speaking Tasks -- Distinguished Level

1. I can do informal interpreting between my mother tongue and the target language

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

2. I can take part in mediating or negotiating between two disputing parties

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

3. I can discuss in-depth, highly abstract or unfamiliar topics

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

4. I can usually tailor the style and content of my presentation on the spur of the moment, to an audience different from the one I had expected

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well