Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

**Speaking Progress Check**

**Rubric**

Read the information in the rubric. It explains what you need to focus on in this activity. Complete the speaking task with your instructor or with a classmate, paying attention to the

expectations in the rubric.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter 2: Speaking Progress Check** | | | | |
| **Writing Assignment**   Topic: Personal management   Task: Summarize an article | | | | **Name: Date:** |
| **Criteria** | **Yes** | **Almost** | **No** | **What can you do better next**  **time?** |
| **You started the summary by**  **introducing the article.** |  |  |  |  |
| **Your summary covered the**  **key points.** |  |  |  |  |
| **Your summary was concise**  **and to the point.** |  |  |  |  |

**In the Workplace**

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