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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter 1: Speaking Progress Check** | | | | |
| **Speaking Task**   Topic: Workplace   Task: Participate in a conversation | | | | Name: Date: |
| **Criteria** | **Yes** | **Almost** | **No** | **How can you improve?** |
| You responded to a  greeting appropriately. |  |  |  |  |
| You asked a question to get the information you needed. |  |  |  |  |
| You clarified the  information. |  |  |  |  |
| You closed the  interaction with appropriate details. |  |  |  |  |
| You maintained  appropriate eye contact throughout the interaction |  |  |  |  |

**In the Workplace**

An Intermediate Integrated Skills Textbook



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