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 task.

Complete the speaking task with your instructor or a classmate. Pay attention to the expectations in the rubric.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter 3: Speaking Progress Check** | | | | |
| **Writing Assignment**   Topic: Workplace Communication   Task: Present information about a task | | | | **Name: Date:** |
| **Criteria** | **Yes** | **Almost** | **No** | **What can you do better next**  **time?** |
| **You gave the necessary**  **information about the situation and the task.** |  |  |  |  |
| **You gave the necessary**  **information about what you did to achieve the task (the action).** |  |  |  |  |
| **You shared the information**  **from the reading (the result).** |  |  |  |  |
| **You maintained appropriate**  **eye contact throughout the interaction.** |  |  |  |  |

**In the Workplace**

An Intermediate Integrated Skills Textbook



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