

# Extension: Speaking and Listening Rubric

Name \_\_\_\_\_

Date \_\_\_\_\_



Observe a conversation between classmates and use the following rubric to evaluate the speaking and listening skills of one or both of the participants.

## Speaking

### Make eye contact.

Always	Often	Sometimes	Rarely	Never
5	4	3	2	1

### Speak clearly and politely.

Always	Often	Sometimes	Rarely	Never
5	4	3	2	1

### Stay calm.

Always	Often	Sometimes	Rarely	Never
5	4	3	2	1

### Remember your purpose.

Always	Often	Sometimes	Rarely	Never
5	4	3	2	1

## Listening

### Pay attention to the speaker.

Always	Often	Sometimes	Rarely	Never
5	4	3	2	1

### Listen for signal words.

Always	Often	Sometimes	Rarely	Never
5	4	3	2	1

### Stay focused.

Always	Often	Sometimes	Rarely	Never
5	4	3	2	1

### Ask questions at appropriate times.

Always	Often	Sometimes	Rarely	Never
5	4	3	2	1