

1. One-minute preparation

Use prompts, not complete scripted sentences.

CUE CARD

Write the topic and bullet points:

PROMPT NOTES

Add people, place, time, sequence, detail and feeling.

Beginning	Middle	Ending

USEFUL LANGUAGE

Write five natural words or phrases you can use accurately:

2. Record and review

Complete the answer once before correcting it.

TIMING

First attempt length: _____ Second attempt length: _____

SELF-REVIEW

Listen for evidence in all four areas.

Area	Evidence	One next action

CRITERIA

Confirm what you reviewed.

- ☐ Fluency and coherence
- ☐ Lexical resource
- ☐ Grammatical range and accuracy
- ☐ Pronunciation and intelligibility