

Community Adult Literacy Benchmarks: Oral Communication - Level 1 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Comprehend	<p>Understand a variety of commonly used words</p> <p>Recognize the importance of active listening</p> <p>Listen to and retell simple information</p>			
Generate	<p>Show awareness that spoken language serves different purposes, audiences, and contexts</p> <p>Provide basic personal information</p> <p>Listen and respond in a familiar setting with a familiar audience (e.g., in a class, with family, or with a tutor)</p> <p>Use familiar vocabulary</p> <p>Show awareness of basic oral communication conventions. (e.g., volume, tone, facial expressions, body language)</p>			
Interact	<p>Understand that communication is a two-way process</p> <p>Participate by observing and listening in a class, other familiar group setting, or with another person</p> <p>Open and close conversations</p>			
Monitor	<p>Alert to problems in communication and respond appropriately (e.g., ask speaker to repeat information)</p>			

Community Adult Literacy Benchmarks: Oral Communication - Level 2 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Comprehend	<p>Understand some idioms and more developed vocabulary</p> <p>Draw conclusions</p> <p>Retell information that contains some detail</p>			
Generate	<p>Understand how spoken language serves different purposes, audiences, and contexts</p> <p>Ask for information in a group setting or from another person</p> <p>Listen, respond and provide information in a less familiar setting, (e.g., at the bank or the grocery store)</p> <p>Use familiar vocabulary, basic grammar, some idioms</p> <p>Use appropriate volume, tone, pace, and eye contact (unless it is not culturally appropriate to do so)</p>			
Interact	<p>Listen to another person's point of view</p> <p>Show increased participation in a group or one to one situations, sometimes asking questions and offering opinions or suggestions</p> <p>Allow others to speak and wait for own turn to speak</p>			
Monitor	<p>Ask questions to clarify meaning</p>			

Community Adult Literacy Benchmarks: Oral Communication - Level 3 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Comprehend	<p>Understand many idioms and relevant specialized vocabulary</p> <p>Listen and evaluate information</p> <p>Listen and identify main idea; list key points</p>			
Generate	<p>Understand how purpose and audience affect the way that information is selected and organized</p> <p>Communicate to persuade in one-to-one or group settings</p> <p>Listen, respond, and provide information in some unfamiliar situations and unpredictable contexts (e.g., at a child's school)</p> <p>Use specialized vocabulary for specific contexts (e.g., for work or in specific community settings)</p> <p>-use appropriate volume, tone, pace, and eye contact (unless it is not culturally appropriate to do so)</p>			
Interact	<p>Show awareness of diversity (gender, social, cultural differences) and its effect on communication</p> <p>Recognize own biases and values</p> <p>Encourage and assist others to participate in a group, engage in extended conversation with another familiar person, provide opinions and suggestions</p> <p>Encourage others to speak and take on challenges</p>			
Monitor	Paraphrase to clarify meaning			

Community Adult Literacy Benchmarks: Oral Communication - Level 4 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Comprehend	<p>Understand complex vocabulary, figurative language and specialized vocabulary</p> <p>Identify assumptions in oral communications</p> <p>Synthesize information</p>			
Generate	<p>Understand how purpose and audience affect choice of delivery (e.g., dialogue, speech, personal story, PowerPoint)</p> <p>Communicate to advocate for self, family, and friends in one-to-one and group settings</p> <p>Communicate clearly in unfamiliar and/or unpredictable situations</p> <p>Use precise and some figurative language, complex grammatical forms</p> <p>Use appropriate speaking techniques. (e.g., example, effective volume, pitch, tone and gestures)</p>			
Interact	<p>Analyze the effects of diversity on communication</p> <p>Actively engage in and facilitate group discussion or conversations with one or two others</p> <p>Negotiate with others to resolve conflicts and reach agreement</p>			
Monitor	<p>Use advanced paraphrasing and questioning to clarify meaning</p>			