

EVALUATION OF COMMUNICATION SKILLS

ORAL SKILLS

NAME _____ DATE _____
EVALUATOR _____

AREAS EVALUATED

SCORES

Comprehension

Hearing and Interpreting Ideas

1-----5-----10			
Cannot understand basic questions; needs very slow speech, repetition.	Limited to set phrases, simple patterns; needs slower than normal speech.	Natural, free exchange; hears fast and colloquial speech.	<input type="text"/>

Correctness

Grammar and Usage

1-----5-----10			
Cannot make a correct sentence.	Some errors, but basic tenses and prefixes/suffixes OK.	Native speaker.	<input type="text"/>

Suggestions, Areas to work on:

Accent

Pronunciation, Intonation

1-----5-----10			
Unintelligible.	Accent noticeable, but not distracting.	Native speaker.	<input type="text"/>

Sounds to work on:

Vocabulary

Common to Specialized

1-----5-----10			
Inadequate.	Adequate, basic, general.	Specialized, precise, uses idioms, puns, colloquialisms, slang.	<input type="text"/>

Items used: _____ Items needed: _____

Fluency

Speed, Smoothness, Naturalness

1-----5-----10			
Slow, uncertain.	Acceptable.	Confident, relaxed, smooth.	<input type="text"/>

Understandability

Getting Ideas Across

1-----5-----10			
Cannot express basic ideas. Words do not match.	We get the basic idea, some details unclear.	Can make us understand completely what is meant.	<input type="text"/> X 2

Creativity

1-----5-----10			
Only rote phrases, set vocabulary. Can talk about only certain subjects.	Sounds normal, has some flexibility and freedom in style, vocabulary.	Can explain new concepts, personal ideas easily; can control the language, talk about anything.	<input type="text"/>

Social Skills

Handling Social Situations, Topics

1-----5-----10			
Foreign, does not know basic courtesy requirements or proper responses.	Competent in most common situations some foreign responses, but not offensive.	Knows and relates like a native speaker.	<input type="text"/>

Cultural Awareness

Knows customs, proverbs, traditional wisdom; shows cultural insights.

1-----5-----10			
Foreign, cannot recognize basic differences; no cultural awareness.	Basic awareness of ethnic identity, social roles and expectations, some common proverbs.	Understands and appreciates indigenous thought and customs.	<input type="text"/>

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The areas of skill are evaluated from **novice** to **native speaker**, 1 - 10, or 1 - 20 as the case may be. The totals are graded on a percentage basis to give the levels of proficiency shown in the following table.

Score	Level	Score	Level	Score	Level	Score	Level
16-25	0+	26-42	1	43-60	2	61-80	3
81-94	4	95-100	5				

FINAL SCORE

Weighted Value

<input type="text"/>

LEVEL

<input type="text"/>

EVALUATION OF COMMUNICATION SKILLS

LITERATE SKILLS

NAME _____ DATE _____
EVALUATOR _____

AREAS EVALUATED

SCORES

Correctness

Grammar

1-----40

Score box for Correctness Grammar

(Specific comments and corrections will be on the written exercise paper.)

Self-Expression

Clarity and Style (Essay)

1-----10-----20

Cannot express
basic ideas.

Good clear language,
style is simple and
good, but inelegant.

Written style is
flowing, pleasing,
clear, authorita-
tive.

Score box for Self-Expression

Sentence structure
is incoherent.

Reading Comprehension--Religious

1-----20

Score box for Reading Comprehension--Religious

Reading Comprehension--Secular

1-----20

Score box for Reading Comprehension--Secular

Special Usages

(Awareness of proverbs, traditional wisdom, idioms,
special language usages.)

1-----20

Score box for Special Usages

(Comments and marking of specific items will be on the written exercise
paper.)

Editing Skills

Awareness of Style, Preferred Structure, Idiom, Precision of Vocabulary or Word-usage, Target Audience Level.

1-----25

(Specific comments and suggestions will be on the written exercise paper.)

Advanced Comprehension
Scholarly or Technical Materials

1-----25

The points given for each area of skill are combined and graded to give the levels of proficiency shown below. (Based on 170 points total.)

Score	Level	Score	Level	Score	Level
16-35	0+	36-66	1	67-108	2
109-133	3	134-161	4	162-170	5

(Approximate percentage values of the levels, based on 170 points, are as follows: 0+=9-20% 1=21-39% 2=40-63% 3=64-78% 4=79-94% 5=95-100%)

FINAL SCORE

LEVEL