

SPEAKING AND LISTENING OBSERVATION SHEET

An aide memoire of things to look for

Look for signs of
evaluative and
reflective thinking:

TICK THOSE FEATURES OBSERVED

questioning
commenting
repeating
participating
describing
responding
reinforcing
suggesting

..

arguing
discussing
requesting
reasoning
persuading
conceding
encouraging

..

reflecting

..

NAME	
DATE	
ACTIVITY	SIZE OF GROUP
RECORD OF OBSERVATION	

supporting
asserting
planning
collaborating
initiating
narrating
sequencing
stating..

speculating
hypothesizing
negotiating
justifying
categorizing
recalling
comparing

Look for Communication Strategies:

listening attentively
body language
gestures
eye contact
facial expressions

awareness of audience
bludgeoning
causing silences