**ASSESSMENT PLANNING STRATEGIES**

**Types of Tasks**

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| **Listening**  *Ex: Comprehension questions*  - physical action (do the thing)  - oral response  - summarize/re-tell  - make an appropriate choice | **Speaking**  *Ex: Role play*  - tell a story  - answer interview questions  - group discussion  - presentation |
| **Reading**  *Ex: Comprehension questions*  - physical action (do the thing)  - oral response  - summarize/re-tell  - make an appropriate choice | **Writing**  *Ex: Paragraph*  - write a note/email  - form  - letter  - list |

**Sources of Material**

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| **Listening**  *Ex: Audio CD or file*  - video  - radio  - live speech  - text-to-speech | **Speaking**  *Ex: Volunteers*  - teacher  - classmates  - independent (voice recorder)  - real person (e.g. an actual clerk/employee) |
| **Reading**  *Ex: Textbook*  - website  - newspaper  - magazine  - flyer/announcement | **Writing**  *Ex: Form*  - Online (email/comments)  - Templates (invitation/message, etc.)  - Journal  - Text messages |

**Ways to Modify Material**

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| **Listening**  *Ex: Play multiple times*  - Use audio editing software  - Create your own recording  - Ask more complex questions  - Stop or pause at points throughout | **Speaking**  *Ex: Time limit*  - Add or remove steps/turns  - In-person vs on phone, one-on-one vs group  - More or less familiar audience  - Provide preparation time |
| **Reading**  *Ex: Shorten the text*  - provide definitions for unknown words  - circle or highlight answers  - allow English dictionary use  - take text away before responding | **Writing**  *Ex: Provide a template*  - Change level of formality  - Change audience (teacher vs class vs public)  - Do a first draft  - Add a limit (half-page, at least 5 sentences) |

Other strategies to help with ideas and materials: online search, check common books, ask colleagues, and share!!!