**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!!!