

Conversation Checklists

Directions: Print out and cut in half. This is a great tool to use during pragmatic language groups as a way for the students to monitor their own conversation skills. I first review the skills that are being targeted. There is space to write additional skills if desired. At the end of their conversation, they rate themselves on each skill. You can also videotape your students having a conversation, then have the students watch the video and complete the checklist.

Created by: MKH, District 45

Conversation Checklist

Name: _____ Partner: _____ Date: _____

When having a conversation, be sure to do the following. Rate yourself when finished.

	Yes	Sometimes	No
Make eye contact with your partner			
Stay on topic			
Use appropriate voice volume			
Use appropriate nonverbal communication			
Ask questions about the other person			
Make comments			
Take turns			
Keep body and brain in group			
Demonstrate appropriate personal space			
Enjoy the conversation			
Be respectful			
Begin and end conversation appropriately			

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