



CLB – Essential Skills Diagnostic Checklist

Listening – Oral Communication

Name: _____

Date: _____

Tasks	I think I can	I need to practise
Understand greetings and introductions		
Understand most questions		
Guess the mood or attitude of a person when they are speaking		
Understand when someone gives me advice or suggestions		
Understand the most important details in a social conversation		
Understand the main ideas at a meeting		
Understand when someone describes an object or product		
Total Blue		
Understand a message over a loud speaker		
Understand a person on the phone		
Understand a phone message		
Understand a short TV or radio news story		
Understand information on an automated phone system		
Watch a movie and get the main ideas		
Total Pink		
Understand instructions from my teacher or supervisor		
Understand directions to places		
Take an order for a product		
Understand simple emergency and safety warnings		
Follow spoken directions on how to use equipment		
Follow the order of steps that someone tells me		
Total Green		



Colour Key and Interpretation of Results

Listening – Oral Communication

Interactional Communication

These tasks build toward the ability to comprehend explicit and implied meaning in social and workplace interactional exchanges involving multiple participants.

One-way Communication

These tasks build toward the ability to comprehend information that is presented with no or minimal expectation of interaction. This category includes listening on the telephone, understanding presentations, and dealing with mediated content such as radio or loud-speaker announcements. It also includes some face-to-face encounters where the listener is primarily a recipient of information.

Instructions and Directions

These tasks build toward the ability to comprehend and follow various types of spoken instructions and directions.

Priority Indicator	Interpretation of Need
5 – 6	Strong need
3 – 4	Moderate need
1 – 2	Some need
0	No need