



# CLB – Essential Skills Diagnostic Checklist

## Speaking – Oral Communication

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Tasks	I think I can	I need to practise
Greet a person I do not know		
Make a simple suggestion		
Ask questions when I don't understand something		
Say my name, address and phone number		
Ask for information about a product or service		
Leave a short phone message		
<b>Total Blue</b>		
Participate in a short conversation with a person I know		
Talk about myself and my family		
Discuss work that needs to be done		
Give information about a product		
Tell a co-worker about a task I have done		
Say what I like and why		
<b>Total Pink</b>		
Give directions to a place that I know		
Give instructions on how to do something that I know		
Use a map or diagram to give directions		
Report danger or give a warning		
Place an order for food or goods		
Make a safety announcement		
<b>Total Green</b>		
Describe an event that happened		
Explain why something happened		
Talk about my daily routine		
Describe an object or a piece of machinery		
Explain when I am not satisfied with something		
Describe a place that I know		
<b>Total Yellow</b>		





## Colour Key and Interpretation of Results

### Speaking – Oral Communication

#### Formulaic Exchanges

These tasks build toward the ability to engage in short exchanges using familiar phrases and sentences in routine situations where communication is somewhat predictable and much of the discourse could be rehearsed, even memorized.

#### Interactional Communication

These tasks build toward the ability to engage in longer, less predictable exchanges where communication may flow in unexpected directions.

#### Instructions and Directions

These tasks build toward the ability to provide clear and accurate instructions and/or directions that a listener can follow.

#### Descriptions and Explanations

These tasks build toward the ability to describe and explain, providing details and reasons.

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