



Speaking – Benchmark 9

III. Getting Things Done

- Present formal proposals to address concerns or deal with problems.
[Communication may be related to high-stakes situations where clarity and diplomacy have an impact on the outcome.]
 - Presents a formal proposal on how to deal with a concern to an individual or a group in authority.
 - Provides required details.
 - Provides persuasive arguments on how the concern should be addressed.
 - Requests agreement/commitment in a sensitive manner.
 - Demonstrates strengths and limitations typical of Speaking Benchmark 9, as listed in the Profile of Ability.

Sample Tasks

Request a formal review of a mark given by a professor on an assignment. Provide persuasive arguments to justify a change in the mark.

Present a proposal to allow use of the school gym for after-school activities to the local parent/teacher association.

Present a proposal about steps toward “greening” the workplace to a supervisor.

IV. Sharing Information

- Ask for, give and discuss detailed information and opinions to coordinate teamwork assignments, one-on-one and in business meetings, discussions or debates.
 - Provides detailed information as needed.
 - Asks relevant questions to gather, share, analyze and compare information.
 - Expresses and qualifies opinions, feelings and doubts.
 - Summarizes information and ideas to clarify and expand understanding.
 - Argues persuasively when required.
 - Summarizes positions.
 - Supports, opposes, accepts or rejects ideas and opinions.
 - Adjusts language for clarity and uses appropriate non-verbal cues and signals.
- Give demonstrations, briefings, oral reports or position papers on familiar or researched topics.
[Presentations are up to about 30 minutes in length.]
 - Organizes, supports, sequences and connects information and ideas.
 - Describes, classifies, defines, generalizes, explains, illustrates, exemplifies and summarizes.
 - Uses appropriate organization and discourse markers to help listeners to follow.
 - Adjusts the presentation according to the audience.
 - Responds to comments and questions.
 - Demonstrates adequate control, flexibility and a range of linguistic forms.
 - Demonstrates strengths and limitations typical of Speaking Benchmark 9, as listed in the Profile of Ability.

Sample Tasks

Meet with a co-worker to discuss work assignments on a project and to coordinate tasks.

Discuss the pros and cons of alternative sources of energy, the use of social networking sites, or specific laws like the *Young Offenders Act* in a class debate.

Give a demonstration or a briefing about a program, product, service or issue at a staff meeting or to a small group of clients.

Make a formal business presentation to introduce, describe and recommend a new product or service.