

Workplace ESOL for Program Directors and Managers

Conducting a Workplace ESOL Needs Assessment

Example of a speaking evaluation

(for informal evaluation/class placement purposes)

I find this type of conversation establishes a speaking level very quickly (from emergent/ very low → advanced/fluent)

These questions start out simple. If students seem to have enough vocabulary to add details, the follow-up questions encourage elaboration.

If the student struggles with the basic questions, I skip the elaboration.

1. What's your name?
2. Where are you from/ What country are you from?
3. When did you come to the United States?
4. What's your job?
5. Describe your job. → What do you do? What are your responsibilities at work?
6. Describe your family. → Where does your family live? → More conversational topics, such as children in college/jobs etc.
7. Look at this picture. Describe the picture. (I usually show a simple photo of high school/ college students in a classroom) → What is your level of education? Where did you go to school?
8. What do you like to do on vacation? → Tell me about your last vacation/ Where did you go on vacation last year?
9. (Intermediate/Advanced speaking skills) Opinion question, such as:
 - Do you think children should wear masks in school? Why or why not?
 - Do you think **people** should wear masks on trains and busses? Why or why not?