Name _____ Date _____

Tell About a Time

Plan a story to tell the class. Tell it in order, with details.

What happened *in a few words*

1 First

2 Next

3 Then

4 Last

A detail to make it come alive *a sound, a color, a feeling*

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Name _____ Date _____

Report Planner

Plan a short report to give out loud about an animal or a topic you know.

My topic

How I will start *a question or a fun fact*

1 Fact

2 Fact

3 Fact

How I will end

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Speaking Note Cards

Write a few words on each card. Hold them as you speak.

1 Start

Say hello and your topic.

2 First thing

A fact or the first part, and a detail.

3 Next thing

Another fact or part, and a detail.

4 End

Sum up, then ask: Any questions?

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Name _____ Date _____

Listening Sheet

Listen to a classmate. Write what they said and a question to ask.

Speaker

Topic

One thing the speaker said

Another thing the speaker said

My question

I want to know

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Name _____ Date _____

Who Am I Talking To?

Write how you would say each one to a friend, then to a grown-up at school.

1. You need to borrow a pencil.
2. You want to tell about your weekend.
3. You do not understand the directions.

1	To a friend	To a teacher

2	To a friend	To the principal

3	To a friend	To a teacher

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Name _____ Date _____

Speaker's Checklist

Check yourself, then ask a friend who listened to check you too.

How I spoke	Me	A friend
I looked at my listeners.	☐	☐
I spoke loud enough for everyone to hear.	☐	☐
I did not talk too fast.	☐	☐
I spoke in whole sentences.	☐	☐

What I said	Me	A friend
I told my topic at the start.	☐	☐
I told things in order.	☐	☐
I gave facts or details.	☐	☐
I had a good ending.	☐	☐

Next time I will

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