

Listening and Talking Tools Report Card

Directions: Use this report card to keep track of the strategies you are using during your interactions with a child. Highlight the Listening and Talking Tools you are practicing. After conducting an activity with a child, go through the list of highlighted strategies and indicate with a check (✓) when you feel you used a strategy successfully during the activity.

Listening and Talking Tools	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Talk more slowly.							
Get the child's attention before you talk.							
Make sure that it is quiet.							
Use short, simple sentences.							
Look at the child in the face.							
Wait a few seconds before replying.							
Take one speaking turn at a time.							
Show you are listening.							
Talk about what you are doing.							
Talk about what the child is doing.							
Talk about what the child wants to talk about.							
Talk about what you see.							
Use new words.							
Repeat new words often.							
Repeat part or all of the child's sentences in question form.							
Repeat the child's sentences and add to them.							
Help the child start a sentence or fill in difficult words.							
Model correct sentence forms.							
Respond to the child's feelings.							
Ask appropriate questions.							
Avoid criticizing the child.							
Avoid pressuring the child to talk.							
Avoid interrupting the child.							
Avoid changing topics quickly.							