

## Community Adult Literacy Benchmarks: Oral Communication - Comprehend

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>Comprehend</b>	<ul style="list-style-type: none"> <li>-understand a variety of commonly used words</li> <li>-recognize the importance of active listening</li> <li>-listen to and retell simple information</li> </ul>	<ul style="list-style-type: none"> <li>-understand some idioms and more developed vocabulary</li> <li>-draw conclusions</li> <li>-retell information that contains some detail</li> </ul>	<ul style="list-style-type: none"> <li>-understand many idioms and relevant specialized vocabulary</li> <li>-listen and evaluate information</li> <li>-listen and identify main idea; list key points</li> </ul>	<ul style="list-style-type: none"> <li>-understand complex vocabulary, figurative language and specialized vocabulary</li> <li>-identify assumptions in oral communications</li> <li>-synthesize information</li> </ul>

## Community Adult Literacy Benchmarks: Oral Communication - Generate

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>Generate</b>	<p>-show awareness that spoken language serves different purposes, audiences, and contexts</p> <p>-provide basic personal information</p> <p>-listen and respond in a familiar setting with a familiar audience (e.g., in a class, with family, or with a tutor)</p> <p>-use familiar vocabulary</p> <p>-show awareness of basic oral communication conventions. (e.g., volume, tone, facial expressions, body language)</p>	<p>-understand how spoken language serves different purposes, audiences, and contexts</p> <p>-ask for information in a group setting or from another person</p> <p>-listen, respond and provide information in a less familiar setting, (e.g., at the bank or the grocery store)</p> <p>-use familiar vocabulary, basic grammar, some idioms</p> <p>-use appropriate volume, tone, pace, and eye contact (unless it is not culturally appropriate to do so)</p>	<p>-understand how purpose and audience affect the way that information is selected and organized</p> <p>-communicate to persuade in one-to-one or group settings</p> <p>-listen, respond, and provide information in some unfamiliar situations and unpredictable contexts (e.g., at a child's school)</p> <p>-use specialized vocabulary for specific contexts (e.g., for work or in specific community settings)</p> <p>—————→</p>	<p>-understand how purpose and audience affect choice of delivery (e.g., dialogue, speech, personal story, PowerPoint)</p> <p>-communicate to advocate for self, family, and friends in one-to-one and group settings</p> <p>-communicate clearly in unfamiliar and/or unpredictable situations</p> <p>-use precise and some figurative language, complex grammatical forms</p> <p>-use appropriate speaking techniques. (e.g., example, effective volume, pitch, tone and gestures)</p>

## Community Adult Literacy Benchmarks: Oral Communication - Interact

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>Interact</b>	<p>-understand that communication is a two-way process</p> <p>-participate by observing and listening in a class, other familiar group setting, or with another person</p> <p>-open and close conversations</p>	<p>-listen to another person's point of view</p> <p>-show increased participation in a group or one to one situations, sometimes asking questions and offering opinions or suggestions</p> <p>-allow others to speak and wait for own turn to speak</p>	<p>-show awareness of diversity (gender, social, cultural differences) and its effect on communication</p> <p>-recognize own biases and values</p> <p>-encourage and assist others to participate in a group, engage in extended conversation with another familiar person, provide opinions and suggestions</p> <p>-encourage others to speak and take on challenges</p>	<p>-analyze the effects of diversity on communication</p> <p>-actively engage in and facilitate group discussion or conversations with one or two others</p> <p>-negotiate with others to resolve conflicts and reach agreement</p>

## Community Adult Literacy Benchmarks: Oral Communication - Monitor

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>Monitor</b>	-alert to problems in communication and respond appropriately (e.g., ask speaker to repeat information)	-ask questions to clarify meaning	-paraphrase to clarify meaning	-use advanced paraphrasing and questioning to clarify meaning