

Speaking and Listening Competencies for College Students

1. Speaking Competencies*

- a. Chooses and narrows a topic appropriate to the audience and occasion.
- b. Communicates the thesis/specific purpose in a manner appropriate for audience and occasion.
- c. Provides supporting material appropriate to the audience and occasion.
- d. Uses an organizational pattern appropriate to the topic, audience, occasion, and purpose.
- e. Uses language appropriate to the audience and occasion.
- f. Uses vocal variety in rate, pitch, and intensity, to heighten and maintain interest appropriate to the audience and occasion.
- g. Uses pronunciation, grammar, and articulation appropriate to the audience and occasion.
- h. Uses physical behaviors that support the verbal message.

2. Listening Competencies**

- a. Recognizes main ideas.
- b. Identifies supporting details.
- c. Recognizes explicit relationships among ideas.
- d. Recalls basic ideas and details.
- e. Attends with an open mind.
- f. Perceives the speaker's purposes and organization of ideas and information.
- g. Discriminates between statements of fact and statement of opinion.
- h. Distinguishes between emotional and logical arguments.
- i. Detects bias and prejudice.
- j. Recognizes the speaker's attitude.
- k. Synthesizes and evaluate by drawing logical inferences and conclusions.
- l. Recalls the implications and arguments.
- m. Recognizes discrepancies between the speaker's verbal and nonverbal messages.
- n. Employs active listening techniques when appropriate.

*Adapted from the document *The Competent Speaker Speech Evaluation Form, 2nd ed.* 2007. National Communication Association.

**Adapted from the document *Speaking and Listening Competencies for College Students, Part One- Expected Student Outcomes for Speaking and Listening: Basic Communication Course and General Education.* 1998. National Communication Association.

