**Appendix A: Transcription paper for English conversation**

Student A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_ Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions**:

1. With your partner, pair-write a conversation in English. You have 25 minutes to write as much as you can.
2. Practice speaking your conversation for 10 minutes until you can do it without looking at this paper.
3. Give this paper to your teacher, then perform your conversation. You can look at your Japanese notes
as you speak. Before and after your test, work on the language practice task.

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**Appendix B: Transcription paper** (日本語で)

Partner A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partner B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Appendix C: Speaking Test Transcription**

 Names: A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Class*: \_\_\_\_\_\_ *Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Topic*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions**:

1. Decide who is A and who is B (or C, if necessary). Write the names above.
**Note**: A= person who speaks first; B=person who speaks second; [C=person who speaks 3rd]
2. After recording your conversation, please transcribe it here. Remember to transcribe everything, including any mistakes and use of Japanese. Also mark noticeable pauses by putting the time in (parenthesis). Mark simultaneous speech by position of the text and draw a red line around it.
3. Hand in your transcript and the self-evaluation sheet by our **next class**.

1 A : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Appendix D: Speaking Test Self-Evaluation form**

You: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your partner(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task:** *Listen to your test recording and evaluate yourself:*

**Fluency: How smooth you speak, and the pace at which you talk.**

|  |  |
| --- | --- |
| Very poor | Many long, noticeable silences; Very slow pace; Can hardly talk. |
| Poor | There were several breakdowns or long pauses. Very slow pace. |
| Okay | A few noticeable pauses; Pace may be too slow or too fast. |
| Very good | Smooth, clear, with almost no noticeable pauses. No major breakdowns, good pace. |
| Excellent | Spoke smoothly, clearly, with no noticeable pauses at a very comfortable and natural pace.  |

What did you like about your fluency, and what can you do to improve?

**Intonation: How friendly your voice sounds and the accuracy of your inflections[[1]](#footnote-2).**

|  |  |
| --- | --- |
| Very poor | Very flat, quiet, and unfriendly voice. Many inflection errors. |
| Poor | Quite flat or over-the-top voice. Some noticeable inflection errors.  |
| Okay | Not bad, but there is room for improvement in friendliness, energy, and inflection accuracy.  |
| Very good | Friendly voice with correct intonation in most cases, with no major inflection errors.  |
| Excellent | Very friendly and natural, with no inflection errors. You sound much like a native speaker. |

Did you try to speak with energy and a smile? Why or why not?

**Interaction: How well did you use conversation strategies?**

|  |  |
| --- | --- |
| Very poorly | My answers were very short, and I didn’t use any strategies. |
| Poorly | My answers were short, I didn’t talk about myself, and I used only a few strategies. |
| Okay | I had a few longer answers, I talked about myself once, and I used a few strategies.  |
| Very good | My answers were mostly long, I talked about myself, and I used some strategies. Still, I feel like I can improve. |
| Excellent | I did a great job: long answers, talking about myself, used many conversation strategies with confidence.  |

Which conversation strategies did you use the most? Which ones would you like to use more of next time?

**Grammar: How understandable was your English?**

|  |  |  |
| --- | --- | --- |
| <5 | Very poor | I could not make myself understood. |
| 5 | Poorly | I really struggled to make myself understood and had a hard time speaking error-free. |
| 6 | Okay | A made a bunch of mistakes, but I was able to make myself understood most of the time. |
| 7-8 | Very good | My speaking was not mistake-free, but I did not have much problem making myself understood. |
| 9-10 | Excellent | I had no problem making myself understood. I hardly made any grammar mistakes.  |

How hard did you have to struggle to make yourself understood?

**Appendix E: Speaking Test Evaluation Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partner(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_ Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Level** | **Description** |
| --- | --- |
| 5 | Excellent job! You spoke very smoothly, with a clear and friendly voice. You made a few of mistakes, but they did not cause any problem. You looked comfortable and seemed to enjoy your conversation. You also listened and interacted very well.  |
| 4 | Very good! You spoke pretty smoothly, with only a few stops and starts here and there. Your voice was friendly, and it seemed like you enjoyed talking. You had a couple of minor breakdowns, but overall, you could make yourself understood.  |
| 3 | Not bad, overall. You spoke in a choppy, start-and-stop manner a lot, and you made a bunch of grammar mistakes, but you did your best to get your meaning across. You are on the right track. Your answers were usually a bit short, and you need work on interacting more.  |
| 2 | You can do a lot better! Your voice was really flat, and it seemed like you were not interested in talking. Your answers were very short, and you could not interact very well. You also really struggled to put together clean sentences and had a hard time making yourself understood.  |
| 1 | What happened? It looked like you could not say much of anything at all.  |

Comments:

**Speaking Test Evaluation Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partner(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_ Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Level** | **Description** |
| --- | --- |
| 5 | Excellent job! You spoke very smoothly, with a clear and friendly voice. You made a few of mistakes, but they did not cause any problem. You looked comfortable and seemed to enjoy your conversation. You also listened and interacted very well.  |
| 4 | Very good! You spoke pretty smoothly, with only a few stops and starts here and there. Your voice was friendly, and it seemed like you enjoyed talking. You had a couple of minor breakdowns, but overall, you could make yourself understood.  |
| 3 | Not bad, overall. You spoke in a choppy, start-and-stop manner a lot, and you made a bunch of grammar mistakes, but you did your best to get your meaning across. You are on the right track. Your answers were usually a bit short, and you need work on interacting more.  |
| 2 | You can do a lot better! Your voice was really flat, and it seemed like you were not interested in talking. Your answers were very short, and you could not interact very well. You also really struggled to put together clean sentences and had a hard time making yourself understood.  |
| 1 | What happened? It looked like you could not say much of anything at all.  |

Comments:

**Appendix G: Speaking Test Evaluation Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partner(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_

| **Student performance** | **Approaches** | **Meets** | **Exceeds** | **Comments** |
| --- | --- | --- | --- | --- |
| You spoke smoothly, with no major breakdowns and few, if any, noticeable pauses.  |  |  |  |  |
| Your pronunciation was clear, easy to follow, and understandable.  |  |  |  |  |
| You showed you could use a wide range of recently studied vocabulary and patterns. |  |  |  |  |
| Your English was nearly free of grammar mistakes. It was not difficult to understand you. |  |  |  |  |
| You listened actively and interacted very well with your partner.  |  |  |  |  |
| **Totals:** |  |  |  | **Final Score: \_\_\_\_\_\_** |

**Speaking Test Evaluation Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partner(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_

| **Student performance** | **Approaches** | **Meets** | **Exceeds** | **Comments** |
| --- | --- | --- | --- | --- |
| You spoke smoothly, with no major breakdowns and few, if any, noticeable pauses.  |  |  |  |  |
| Your pronunciation was clear, easy to follow, and understandable.  |  |  |  |  |
| You showed you could use a wide range of recently studied vocabulary and patterns. |  |  |  |  |
| Your English was nearly free of grammar mistakes. It was not difficult to understand you. |  |  |  |  |
| You listened actively and interacted very well with your partner.  |  |  |  |  |
| **Totals:** |  |  |  | **Final Score: \_\_\_\_\_\_** |

1. Voice inflection = 声の抑揚 [↑](#footnote-ref-2)