

# Communication Skills - TEACHER

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_ Class size \_\_\_\_\_ Date completed: \_\_\_\_\_

Your name: \_\_\_\_\_ # of hours around this child per day: \_\_\_ 0-2 \_\_\_ 2-4 \_\_\_ 4-8

Rate each item using the word that best describes how often the child demonstrates the skill, in comparison to their peers at school (never, much less than, less than or same as peers). If you have never observed the child in the situation the skill describes, click on *Not Observed*. If the situation the skill describes is not appropriate for that child in your classroom, either due to their age, cultural expectations or for any other reason, click on *Not Appropriate*. Rate items based on the last couple of months only. If you have not been able to observe them for AT LEAST 30 days, then please ask someone who knows them better to complete this form.

## Rituals and conversational skills

The child

*Never*  
*Much less*  
*Less*  
*Same as peers*  
*Not Applicable*  
*Not Observed*

	<i>Never</i>	<i>Much less</i>	<i>Less</i>	<i>Same as peers</i>	<i>Not Applicable</i>	<i>Not Observed</i>
1a. says "Hi" to people they know						
1b. reciprocates when others say Hi to them.						
2. says "Bye" to people they know when they leave						
2b. reciprocates when others say Bye to them						
3. begins/ends conversations appropriately						
4. observes turn-taking rules in the classroom or in social interactions						
5. maintains eye contact, appropriate body position during conversations						
6. introduces appropriate topics of conversation						
7. lets others know they are listening using appropriate strategies (e.g., nods, responds with "hmmm...")						
8. makes relevant contributions to a topic during conversation/discussion						
9. asks relevant questions during conversations and discussions						
10. pauses when others interrupt with questions for them						
11. asks for/responds to requests for clarification during conversations						
12. ask questions about others thoughts/feelings (i.e. what do you like? What do you want to do?)						
13. mimics the language (jargon/lingo) of their peer group appropriately						
14. understands/laughs with peers at age-appropriate jokes						
15. changes the sound of their voice when engaged in pretend play (i.e. deeper, growly "Hulk Smash!")						
16. joins or leaves an ongoing communicative or play interaction appropriately						
17. participates/interacts appropriately in structured group activities						
18. participates/interacts appropriately in unstructured group activities						
19. modulates the volume of their voice appropriately in different situations						
20. responds to introductions and introduces themselves						
21. uses appropriate strategies for getting attention						
22. uses appropriate strategies for responding to interruptions and interrupting others						

**Asking for, giving, and responding to information**

The child

Never  
 Much less  
 Less  
 Same as peers  
 Not Applicable  
 Not Observed

23. gives/asks for instructions using appropriate language when playing with peers							
24. gives/asks for the time of events							
25. gives/asks for reasons and causes for actions/conditions/choices							
26. asks for help from educators & peers appropriately							
27. offers to help others appropriately							
28. gives/responds to ideas or suggestions appropriately with peers							
29. asks teachers for permission when required							
30. agrees and disagrees using appropriate language							
31. asks for clarification if he/she is confused or if the situation is unclear							
32. accepts/rejects invitations appropriately, using appropriate language							
33. starts/responds to verbal and nonverbal negotiations appropriately							
34. reminds others/responds to reminders appropriately							
35. asks others to change their actions/states appropriately (please move, stop tapping)							
36. apologizes/accepts apologies appropriately							
37. responds appropriately when asked to change his/her actions (by accepting/rejecting)							
38. responds to teasing, anger, failure, disappointment appropriately							
39. offers/responds to expressions of affection, appreciation or praise appropriately							

The child **reads and interprets (understands)** the following nonverbal messages from others **accurately**

40a. facial expressions of adults							
40b. facial expressions of peers							
41a. tone of voice of adults							
41b. tone of voice of peers							
42. body language							
43. can tell how peers are feeling (happy, angry, scared, sad)							

The child **demonstrates appropriate use** of the following nonverbal communication skills

44. facial expressions (i.e. are they appropriate to the situation?)							
45. body language							
46. uses an appropriate tone of voice							
47. makes/maintains appropriate eye contact							
48. uses gestures that others understand and are appropriate to the situation							
49. adjusts body distance appropriately for the situation (i.e. doesn't invade others' personal space)							
50. presents matching nonverbal and verbal messages (i.e. nods when says 'Yes', waves when says 'Hi')							
51. reacts appropriately when a peer is sad, angry, hurt, etc.							
52. reads the social situation (script) correctly and behaves/responds appropriately							
53. understands and follows the group's implied behavioural expectations (i.e. naturally follows the group)							