**What Good Listeners, Readers, Viewers Do Before Listening, Reading, and Viewing**

* **I can skim, scan, or read closely to achieve my purpose…**
* **I must be prepared to read carefully…**
* **I want to know if…**
* **I wonder if …**
* **I want to answer these questions…**
* **I already know that…**
* **This reminds me of….**
* **This relates to…**

**Titles**

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* **I think that I will learn…**
* **I think that the author/presenter will say…**
* **The title of this text makes me think of …**
* **I think this author/presenter will…**
* **This text will likely present…**
* **The information about the speaker / writer / presenter suggests…**
* **I am listening, reading, viewing this to…**
* **I want to know if….**
* **I think that I will learn…**
* **I want to answer these questions…**
* **Because of the title, I think…**
* **Because of the picture(s), I think…**
* **Because of the text & features, I think…**
* **I wonder if…**

**Illustrations / Diagrams**

**Headings & Subheadings**

**Textual Cues & features**

**Graphic Organizers**

**Summaries**

**What Good Listeners, Readers, Viewers Do During Listening, Reading, and Viewing**

* **The important ideas in what I**
* **hear, read, or view are …**
* **The author/presenter is saying…**
* **The point/message is …**
* **Here’s why (supporting ideas) …**
* **The big idea is …**
* **I think the author/presenter is**
* **really trying to make us think …**
* **Based on the clues in this text, I**
* **think the author/character**
* **felt/thought …**
* **The idea that I’m getting is …**
* **I see why …**
* **My thinking changed when I heard, saw, read ….**
* **I think …**
* **I bet …**
* **I wonder …**
* **I imagine…**
* **I suppose…**
* **If…, then…**
* **This reminds me of …**
* **I experienced this once when…**
* **I can relate to this because…**
* **Does this make sense?**
* **I got lost because …**
* **I need to listen again, re-read,**
* **or re-view the part because …**
* **I know that I am on the right**
* **track because …**
* **The author/presenter chose to use …genre/form**
* **The author/presenter organized the ideas in a**

**list, sequence, compare/contrast, cause/effect,**

**problem/solution, concept/definition,**

**goal/action/outcome format …**

* **The author/presenter probably chose this**

**genre/form because …**

* **The purpose of this text is to …**
* **This text represents … point of view**
* **The author’s/presenter’s view of the world is …**
* **The author/presenter believes …**
* **The author/presenter used these features**

**(graph, chart, information …) to help us**

**understand this text …**

* **… is pronounced …**
* **… is spelled …**
* **The key idea of this sentence is …**
* **The author/presenter used this word order to**

**convey this particular meaning or emphasis**

* **This pronoun refers to …**
* **An important or key word in this passage is …**
* **Because of its context clues, … probably means …**
* **Because of its prefix, suffix, root … probably means …**
* **Because I looked it up or asked someone, I know it means …**

**Other Cues**

**Textual Cues (genre and form)**

**Graphophonic (sound-symbol) Cues**

**Symbolical (sentence) Cues**

**Semantic / Lexical (word) Cues**

**Pragmatic Cues (audience, purpose, situation)**

* **I need to skim this part to learn …**
* **I need to scan this part to find …**
* **I need to read this part carefully to learn ….**
* **I can picture…**
* **In my mind I see, hear, smell, taste, feel…**
* **If this were a movie…**

**What Good Listeners, Readers, Viewers Do After Listening, Reading, and Viewing**

* **I could deepen my understanding an pleasure by listening again, re-reading, reviewing…**
* **I could share my thoughts and insights with others by:**
* **Speaking (e.g. discussing, giving a dramatic reading, role playing…)**
* **Writing (e.g., a script, a narrative, a poem, …)**
* **Representing (e.g., crating a tableau, a graphic organizer, a storyboard, …)**
* **My first reaction was…**
* **I thought…**
* **I felt…**
* **I enjoyed…**
* **This reminds me of…**
* **This text makes me think of…**
* **A similar story to this is…**
* **A “golden” line for me is…**
* **This word/phrase/sentence/part stands out for me because …**
* **I like how the presenter/author uses…to show…**
* **I like/do not like…because…**
* **This could be more effective if…**
* **I would add or delete…**
* **The most important message is…**
* **This is accurate/realistic/artistic because…**
* **This was successful because…**
* **A question that I have is…**
* **This is important and relevant because …**
* **I wonder if…**
* **What I learned was…**
* **I want to know more about…**
* **So the point is…**
* **This text was about…**
* **The main idea is…**
* **I learned…**
* **A conclusion that I am drawing is…**
* **The overall message was…**
* **I need to listen again, re-read, review the part where…**

**What Good Listeners, Readers, Viewers Do Before Speaking, Writing and Representing**

* **What do I need to find out?**
* **Where can I find reference materials?**
* **With whom do I talk?**
* **Is my topic sufficiently focused?**
* **What is the key message?**
* **What supports this message?**
* **Where is the best info found for this message?**
* **What plan do I have?**
* **How will I begin?**
* **How will I make this interesting?**
* **How will I end?**
* **How will I arrange my ideas to make sense?**
* **How will I connect my ideas?**
* **What are the key ideas for this message?**
* **What is the best way to organize this message?**
* **What is the best and most appropriate language to use?**
* **What register and tone is appropriate?**
* **What is the best way to present this message?**
* **What form will appeal to my selected audience and best serve my purpose?**
* **What form will engage my audience?**
* **What shape will that form take?**
* **How could the ideas and information be organized?**
* **About what am I speaking, writing, or representing?**
* **What do I know about this topic?**
* **What message do I need to communicate?**
* **What questions need to be answered?**
* **What is my role or point of view?**
* **What do proficient speakers, writers, representers do to create quality texts?**
* **What do I know and need to know about the topic?**
* **What types of information (e.g., data, anecdotes, visuals) will appeal to my selective audience and serve my purpose?**
* **What are the specific ideas that I need to include?**
* **What points need to be made?**
* **Where will I find missing or additional information?**
* **For whom am I speaking, writing, or representing?**
* **What do I know about my audience (e.g., age, interests, needs, gender, background)?**
* **Why am I speaking, writing, or representing?**
* **What is my purpose (convince, persuade, defend, …)?**
* **What am I trying to do in this communication?**
* **Should I use a formal or informal stance?**

**What Good Listeners, Readers, Viewers Do During Speaking, Writing and Representing**

* **How well do the communication variables (e.g., content, organization, purpose, audience, context work together?**
* **How can I use different features to communicate my ideas more clearly and more effectively?**
* **Does this mean what I want it to mean?**
* **How clear is the meaning?**
* **What are my strength s and what areas need improvement in this piece?**
* **What should I now add, change, delete, rearrange?**
* **For whom am I communicating this and for what purpose?**
* **What register and tone is appropriate?**
* **How do my peers and others respond to my drafts?**
* **What suggestions for improvement do they have?**
* **What do I need to add or change to create a quality text?**
* **Do others have suggested ideas and sources of information that I can include?**
* **What ways can I start?**
* **What do I need to add, expand, modify, change, condense, delete, or rearrange in my next draft?**
* **Is this the best approach for the chosen topic?**

Pragmatic (audience, purpose, situation) Considerations

* **What form should this take?**
* **How should I arrange my ideas and sequence and connect them?**
* **Are all new paragraphs clearly identified?**

Syntactical (sentence) Considerations

* **How can I make this more interesting? More effective? More vivid?**
* **Are my accompanying visuals, multimedia appropriate?**
* **Did I use legible handwriting or appropriate fonts, formatting, or props?**

Semantic/Lexical (word) Considerations

* **Did I spell each word correctly?**
* **Did I use punctuation to clarify meaning?**

Textual (form and organization) Considerations

Graphophonic (sound-symbol connection) Considerations

Other (visuals, audio clips, graphics) Considerations

* **Are my sentences clear? Complete? Interesting? Varied? Correct?**
* **Did I choose the right words? Did I use the words correctly?**

**What Good Listeners, Readers, Viewers Do After Speaking, Writing and Representing**

* **Have I included everything I want to say? Do I need to add any other information? Are there enough details? Do I need to take anything out? Is the writing interesting?**
* **Does the writing achieve the purpose? Are there unrelated ideas that distract the listener, reader, or viewers?**
* **What is the part that you like best?**
* **Does it say what I wanted it to say?**
* **Does it have a clear focus?**
* **Does it make sense? Is it interesting?**
* **Does it give the intended reaction?**
* **Is it clear and easy to understand? Is it appropriate for my purpose and audience?**
* **How can it be improved?   
  What could I do next?**
* **Did I proofread for capitalization and punctuation?**
* **Is it audible?**
* **Is my polished draft legible?**
* **Is the layout clear?**
* **Do I have an introduction?**
* **Is my main idea clearly developed and supported?**
* **Is my order clear?**
* **Are the ideas and details arranged in an effective order?**
* **Are the connections between ideas and sentences clear?**
* **Do I have a good ending?**
* **Are my sentences clear and complete?**
* **Do my sentences read smoothly?**
* **Is the sentence structure varied?**
* **Do the subject and verbs agree?**
* **Does my language fit the audience and purpose?**
* **Have I used the best words?**
* **Have I used any words too many times?**
* **Have I left out any words?**
* **Are my words spelled correctly?**
* **What is the listeners, readers, or viewers response?**
* **What worked well?**
* **What would I try next time?**
* **What lessons have I learned from this experience?**
* **What does quality speaking, writing, representing look and sound like?**
* **Is my presentation ready?**
* **In what context (situation) will my listeners, readers, or viewers engage with my text?**
* **How will this context affect its presentation?**