**PHYSICAL**

1. Voice
2. Body language

- 1) fluency and pace of speech; b) tonal variation; c) clarity of pronunciation; d) voice projection
- 2) gesture and posture; b) facial expression and eye contact

**LINGUISTIC**

3. Vocabulary
4. Language variety
5. Structure
6. Rhetorical techniques

- 3) appropriate vocabulary choice
- 4) register; b) grammar
- 5) structure and organisation of talk
- 6) rhetorical techniques, such as metaphor, humour, irony and mimicry

**COGNITIVE**

7. Content
8. Clarifying and summarising
9. Self-regulation
10. Reasoning
11. Audience awareness

- 7) choice of content to convey meaning and intention; b) building on the views of others
- 8) seeking information and clarification through questions; b) summarising
- 9) maintaining focus on task; b) time management
- 10) giving reasons to support views; b) critically examining ideas and views expressed
- 11) taking account of level of understanding of the audience

**SOCIAL & EMOTIONAL**

12. Working with others
13. Listening and responding
14. Confidence in speaking

- 12) guiding or managing the interactions; b) turn-taking
- 13) listening actively and responding appropriately
- 14) a) self-assurance; b) liveliness and flair