

Recording Reflection Kit

A practical toolkit for self-monitoring and learner autonomy in speaking practice.

1. Weekly Recording Checklist

Use this checklist before, during, and after each 90-second voice recording task. Tick each box when completed.

Task Step	Done (✓)
Preview the task topic and key vocabulary.	■
Set up a quiet place with no distractions.	■
Do a 60-second warm-up speaking activity.	■
Record your first attempt (90 sec, one take).	■
Listen and fill in the Self-Monitoring Form.	■
Record your second attempt with improvements.	■

2. Self-Monitoring Reflection Form

After each attempt, reflect on your performance and identify key actions for improvement.

Reflection Item	Response
Date / Week	
Topic	
What part of my speech was fluent?	
Where did I get stuck or hesitate?	
Two repeated errors I noticed	
One clear action for next time (so-what)	
Self-rating (Fluency / Coherence / Support)	____ / 15

3. Progress Tracker (4 Weeks)

Track your weekly progress using your mini-rubric scores and main action points.

Week	Fluency (0-5)	Coherence (0-5)	Support (0-5)	Main Action (so-what)
Week 1				
Week 2				
Week 3				
Week 4				

Tip: Listen to your Week 1 and Week 4 recordings back-to-back. Identify one area that clearly improved and one that still needs work.