

Speaking Task Flow Planner

This planner helps ESL teachers design speaking tasks effectively using the four-step flow:
Setup → Prompt → Output → Feedback.

1. Task Planner Table

| Setup | Prompt | Output | Feedback |

| Rules, timing, materials | Role, question, context | Student production target | Correction & feedforward |

2. Outcome Definitions + Timing

A2–B1: 60–90 sec | B2–C1: 90–120 sec

Outcome = clear Opinion + 2 Reasons + 1 Support

3. Sample Prompts

- Convince classmates to join a project.
- Explain two advantages of studying online vs in-person.
- Describe a memorable teamwork experience.

4. 60-second Feedback Script

3 Positives: organization, vocabulary, interaction

1 Focus: one clear improvement for next time

5. Mini Rubric (Fluency, ORS, Support)

Excellent / Good / Needs Work

6. Reflection Box

What worked well? What to try next session?