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| Step-by-step student checklist  Selecting a topic   Which topic interests me most?   Have I done some background reading in my first language and the target language?   Have I made a list of possible topics, presented them to my teacher and discussed which ones would be the most suitable? |
| Suitability of topic   Is my topic rooted completely in the target language society?   Is it easy to access appropriate resources?   Does the topic allow me to develop interesting information, analysis, ideas and opinions?   Is the topic of the right scale (not too broad, not too narrow)? |
| Choosing sources and collecting information in the target language   Have I kept a separate file or section within my A-level file?   Have I identified printed and internet sources (minimum 2, maximum 10)?   Have I checked the school or college library/resource centre?   Have I printed off online sources to highlight and annotate?   Have I used any audio or video sources?   Have I noted key points and new vocabulary on printed sources?   Have I noted key statistics, facts and/or quotations I can cite?   Have I kept a list of references which I can refer to precisely in the speaking test? |
| Organising ideas   Have I planned which parts will I include in my two minute presentation?   Have I highlighted questions I might be asked in the follow-up discussion, bearing in mind the headings I provided?   Have I prepared answers to the above |