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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  |