|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criterion | **Rating**  Excellent | **Rating**  Good | **Rating**  Satisfactory | **Rating**  Needs Improvement | Score |
|  | Points 10-9 | Points 9-7 | Points 6-5 | Points 4-1 |  |
| **Introduction** | (1) Gets attention  (2) Clearly identifies topic  (3) Establishes credibility  (4) Previews the main points | Meets any three of the four criteria | Meets any two of the four criteria | Meets only one of the four criteria |  |
| **Body** | Main points are clear,  well supported, and  sources are documented | Main points are  somewhat clear,  some support, and  some documentation | Main points  need clarity  and support  lack of  sources and  documentation | Main points  are not clear  and have no support  and no sources or documentation |  |
| **Conclusion** | (1) Reviews main points  (2) Brings closure  (3) Memorable | Reviews main points , brings  closure | Brings closure | Does not bring closure; the audience is left hanging |  |
| **Eye Contact** | Eye contact with audience virtually all the time (except for brief glances at notes) | Eye contact with audience less than 80% of the time | Eye contact with audience less than 75% of the time | Little or no eye contact |  |
| **Use of Language** | Use of language contributes to effectiveness of the speech, and vocalized pauses  (um uh er etc.)  not distracting | Use of language does not have negative impact, and vocalized pauses  (um uh er etc.)  not distracting | Use of language causes potential confusion, and/or vocalized pauses  (um uh er etc.)  are distracting | Use of language is inappropriate |  |
| **Body language** | Body language, gestures, and facial expressions  adds greatly to the message | Body language,  gestures, and facial  expressions compliment message | Body language,  facial expressions and gestures  lack variety and spontaneity | Body language, gestures, and  facial expressions are lacking or inappropriate |  |
| **Clarity** | Speaks clearly and distinctly all the time with no mispronounced words | Speaks clearly and distinctly nearly all the time with no more than one mispronounced word | Speaks clearly and distinctly most of the time with no more than two mispronounced words | Often mumbles or can not be understood with more than three mispronounced words |  |
| **Topic is specific, follows assignment**  **Adapted to audience** | Topic is specific,  appropriate and  adapted | Topic is clear appropriate and  somewhat adapted | Topic lacks clarity  and focus  needs adapting to  audience | No specific purpose--inappropriate for  audience or  occasion |  |
| **Visual Aids** | Visual aids well chosen and presented | Minor problems with visual aids | Significant problems with visual aids | No visual aids |  |
| **Time** | Within allotted time | Within 10% of allotted time | Within 20% of allotted time | Not within 20% of allotted time |  |
| **TOTAL** | | | | |  |