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| --- | --- | --- | --- | --- | --- |
| 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 aresomewhat clear,some support, andsome documentation | Main pointsneed clarityand supportlack ofsources and documentation | Main pointsare not clearand have no supportand 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 facialexpressions compliment message | Body language, facial expressions and gestureslack variety and spontaneity  | Body language, gestures, andfacial 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 clarityand focusneeds adapting toaudience | No specific purpose--inappropriate foraudience 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** |  |