

ORAL COMMUNICATION (O) ASSESSMENT

1 CRITERIA	2 ADVANCED	3 PROFICIENT	4 BASIC	5 UNSATISFACTORY
<p>COMPOSITION: PURPOSE & TOPIC Assessment method (assignment/task assessed):</p>	<p>Ideas are well developed, and support specific purpose; purpose is clearly evident; very relevant for audience interest, occasion, and setting.</p> <p># of Students _____</p>	<p>Ideas are generally developed and support purpose; purpose is evident; generally relevant for audience interest, occasion, and setting.</p> <p># of Students _____</p>	<p>Ideas require effort to follow; purpose not clear; effort required to make it relevant to the audience interest, occasion, and setting.</p> <p># of Students _____</p>	<p>Ideas lack development and focus; purpose not clear; Not related to audience interest, occasion, and setting.</p> <p># of Students _____</p>
<p>COMPOSTION: INTRODUCTION Assessment method (assignment/task assessed):</p>	<p>Presents topic clearly; creatively captures attention of audience; leads smoothly into body of presentation; clearly previews the speech.</p> <p># of Students _____</p>	<p>Presents topic; captures favorable attention of audience; makes transition into body of presentation; generally previews the speech.</p> <p># of Students _____</p>	<p>Presents topic, but does not fully capture attention of audience; may make abrupt transition into body of presentation; does not clearly preview the speech.</p> <p># of Students _____</p>	<p>Introduction is underdeveloped, irrelevant, or omitted.</p> <p># of Students _____</p>
<p>COMPOSITION: MAIN POINTS AND ORGANIZATION Assessment method (assignment/task assessed):</p>	<p>Very clear, logical, and well developed; very well organized; logical progression of ideas.</p> <p># of Students _____</p>	<p>Generally easy to follow; some points may not be completely clear or logical.</p> <p># of Students _____</p>	<p>Presented, but not sufficiently developed, organized, or delivered in clear or logical way.</p> <p># of Students _____</p>	<p>Difficult to identify points and/or absent; poorly organized; listeners are confused.</p> <p># of Students _____</p>
<p>COMPOSITION: SUPPORTING MATERIALS Assessment method (assignment/task assessed):</p>	<p>Well developed, creative, original, logical, accurate, and relevant; significantly enhances the overall presentation; all main ideas are supported.</p> <p># of Students _____</p>	<p>Generally developed, logical, accurate, and relevant; contribute to the overall presentation; most main ideas supported.</p> <p># of Students _____</p>	<p>Sometimes not logical or relevant; may be poorly prepared or used inappropriately; some point unsupported.</p> <p># of Students _____</p>	<p>Inaccurate, generalized, inappropriate, and/or lacking.</p> <p># of Students _____</p>

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<p>COMPOSITION: CONCLUSIONS Assessment method (assignment/task assessed):</p>	<p>Summarizes main points and specific purpose in a beneficial manner. Ties presentation together. Leaves lasting impression on audience.</p> <p># of Students _____</p>	<p>Summarizes presentation points and offers final thought.</p> <p># of Students _____</p>	<p>Generally alludes to presentation points.</p> <p># of Students _____</p>	<p>Abrupt, limited, and/or undeveloped.</p> <p># of Students _____</p>
<p>COMPOSITION: DELIVERY Assessment method (assignment/task assessed):</p>	<p>Familiar to audience and appropriate for setting; sentences flow together well; excellent word choice; appropriate complexity.</p> <p># of Students _____</p>	<p>Generally familiar to audience and appropriate for setting; with few exceptions, sentences flow together and word choice is good; generally appropriate complexity.</p> <p># of Students _____</p>	<p>Sometimes not appropriate for audience or setting; some sentences are choppy, incomplete, or difficult to follow; poor or inappropriate word choice.</p> <p># of Students _____</p>	<p>Choices are limited to include slang or jargon; too complex or dull for audience; inappropriate word choice; most listeners will probably be offended.</p> <p># of Students _____</p>
<p>CRITICAL ANALYSIS: EVIDENCE & REASONING Assessment method (assignment/task assessed):</p>	<p>Support claims; accurate and complete; very logical argument; appropriate use of evidence.</p> <p># of Students _____</p>	<p>Generally support claims; logical argument; generally appropriate use of evidence.</p> <p># of Students _____</p>	<p>Support argument some of the time; argument sometimes not logical; evidence may not be appropriate.</p> <p># of Students _____</p>	<p>Arguments based on opinions and/or emotions; lack of evidence.</p> <p># of Students _____</p>
<p>CRITICAL ANALYSIS: USE OF SOURCES Assessment method (assignment/task assessed):</p>	<p>Identifies and rigorously evaluates a variety of sources; uses sources credibly; cites all sources clearly; has numerous and/or appropriate number of sources.</p> <p># of Students _____</p>	<p>Identifies and evaluates a variety of sources; generally uses sources credibly; cites all sources; has adequate number of sources.</p> <p># of Students _____</p>	<p>Sometimes fails to identify sources and/or evaluate credibility; sometimes fails to cite sources clearly; may not have adequate number of sources.</p> <p># of Students _____</p>	<p>Overall fails to identify sources and evaluate credibility; fails to cite sources; does not have adequate number of sources.</p> <p># of Students _____</p>

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<p>INTERACTION: AUDIENCE ENGAGEMENT Assessment method (assignment/task assessed):</p>	<p>Keeps audience engaged for duration of presentation.</p> <p># of Students _____</p>	<p>Audience is engaged for most of presentation.</p> <p># of Students _____</p>	<p>Audience is engaged for some of presentation.</p> <p># of Students _____</p>	<p>Unable to keep the audience engaged.</p> <p># of Students _____</p>
<p>INTERACTION: AUDIENCE AWARENESS Assessment method (assignment/task assessed):</p>	<p>Effectively and consistently modifies message in response to audience.</p> <p># of Students _____</p>	<p>Most of the time, effectively and consistently modifies message in response to audience.</p> <p># of Students _____</p>	<p>Sometimes modifies message in response to audience.</p> <p># of Students _____</p>	<p>Does not modify message in response to the audience.</p> <p># of Students _____</p>
<p>INTERACTION: RESPONSES TO AUDIENCE QUESTIONS Assessment method (assignment/task assessed):</p>	<p>Highly responsive to audience questions; answers are focused and relevant and complete.</p> <p># of Students _____</p>	<p>Generally responsive to audience questions; answers are usually focused and relevant and complete.</p> <p># of Students _____</p>	<p>Reluctant to answer audience questions; answers not always focused, relevant, or complete.</p> <p># of Students _____</p>	<p>Does not or is unable to answer questions; answers are underdeveloped and/or unclear.</p> <p># of Students _____</p>
<p>PRESENTATION: DELIVERY Assessment method (assignment/task assessed):</p>	<p>Very natural, confident, and spontaneous; delivery supports speech very well.</p> <p># of Students _____</p>	<p>Generally natural and confident; delivery supports speech.</p> <p># of Students _____</p>	<p>Not always natural and confident; speaker reads much of the speech.</p> <p># of Students _____</p>	<p>Delivery significantly detracts from the message; speaker reads all of the speech.</p> <p># of Students _____</p>

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<p>PRESENTATION: VOCAL TONES & PRONUNCIATION Assessment method (assignment/task assessed):</p>	<p>Very enthusiastic tone; style consistent with message and audience.</p> <p># of Students _____</p>	<p>Generally enthusiastic tone; style generally consistent with message and audience.</p> <p># of Students _____</p>	<p>Tone and style sometimes inconsistent with message and audience.</p> <p># of Students _____</p>	<p>Tone and style inconsistent with message and audience.</p> <p># of Students _____</p>
<p>PRESENTATION: EFFECTIVE USE OF NOTES Assessment method (assignment/task assessed):</p>	<p>Subtle or little use of notes for specific details.</p> <p># of Students _____</p>	<p>Uses notes to recall specific points or details.</p> <p># of Students _____</p>	<p>Regular use of notes and some reading.</p> <p># of Students _____</p>	<p>Over dependence on notes; significant reading from notes.</p> <p># of Students _____</p>
<p>PRESENTATION: NON- VERBAL COMMUNICATION Assessment method (assignment/task assessed):</p>	<p>Effectively incorporated throughout presentation; supports message.</p> <p># of Students _____</p>	<p>Generally incorporated throughout presentation; generally supports message.</p> <p># of Students _____</p>	<p>Sometimes incorporated throughout presentation; inconsistent with message and occasionally distracting.</p> <p># of Students _____</p>	<p>Detracts from message.</p> <p># of Students _____</p>