

Writing/Organization Expectations

Exceptional achievement (A+ - B+)

- Effective introduction/ conclusion
- Clear, efficient and thorough attention to the outline format
- Appropriate language to the specific topic
- Clear thesis that is supported by evidence

Adequate achievement (B - C+)

- Introduction/ conclusion present and adequate but not exceptional
- Adequate attention to format
- Appropriate language to the specific topic
- Clear thesis

Some evidence of achievement (C - D+)

- Confusing or improperly stated introduction and/or conclusion
- Organization out of sequence
- May not use language appropriate to the given topic
- Thesis muddled or difficult to recognize

Limited evidence of achievement (Fail)

- Missing introduction or conclusion
- Confused or garbled development of ideas
- Inappropriate language
- No thesis
- Obvious lack of preparation and attention to the writing requirements of the assignment

Speaking/Listening Expectations

- Excellent eye contact/ appropriate gestures
- Excellent vocal control and variety
- Excellent posture-- strong and purposeful
- Speaker is an attentive and active listener when other speakers are presenting.

- Adequate eye contact Some gestures
- Adequate vocal control and variety
- Adequate posture but may exhibit some nervous behavior
- Speaker is mostly attentive to other speakers

- Minimum eye contact
- Few gestures
- Limited vocal control and variety
- Problems with posture-- may slouch or stand off-balance
- Speaker appears only mildly interested in other presentations

- No eye contact
- No gestures
- No vocal control or variety
- Poor posture throughout presentation
- Speaker is a poor audience member

Visual Aids

- VAs effectively support/ clarify the ideas
- All materials are quality products- easy to see
- Display of every necessary prop

- VAs effectively support/ clarify the ideas
- All materials are quality products- easy to see
- May not have VAs in proper order

- VAs do not always support the ideas
- All materials are of inconsistent quality
- May have VAs missing or in improper order

- VAs detract from the presentation
- Materials are of poor quality
- Not enough visual aids

Overall

- Evidence of thorough preparation and practice
- Falls within time guidelines, between 4-6 minutes

- Evidence of adequate preparation and practice
- may be slightly overtime

- Minimum evidence of preparation and practice
- may be slightly undertime or excessively overtime

- No evidence of preparation or practice
- Excessively undertime