

to grade oral presentations

What You Say

Effective Introduction:

				You began with an attention getter.
				You established a strong sense of purpose.
				You gave an overview of the major points you would present.

Major Points:

				You organized the major points with logical patterns of thought.
				You supported major points with a variety of evidence
				You used familiar terms and defined technical terms as needed
				You linked the major points with transitions and summaries

Effective Closing:

				You acknowledged that the presentation would be ending
				You summarized the benefits to your audience
				You called for the audience to take certain action
				You closed the presentation with a final message

Effective Question and Answer Session:

				You actively solicited questions to demonstrate your openness
				You rephrased questions to ensure shared understanding

How You Look

Effective Eye Contact:

				You faced and looked at one person at a time
				You made equal eye contact across the audience
				When using visuals, you looked at the visual briefly, then looked at the audience
				You looked at notes briefly, then looked at your audience

Effective Gestures:

				You made frequent use of animated gestures
				You made frequent use of descriptive gestures
				Your gestures appeared natural and spontaneous
				You used an effective neutral position when not gesturing

Effective Dress:

				Your appearance was free from distracting objects
				Your choice of clothing was appropriate for this group
				Your hair caused no distraction

Effective Posture:

				Your facial expression conveyed interest and enthusiasm
				You held your head erect
				When standing, you squarely faced the audience
				You moved with purpose

How You Sound

Effective Fluency:

				You pronounced word sequences without halting or hesitating
				Your speech was largely free from filler-type words
				You spoke in complete rather than fragmented sentences
				Your pronunciation was clear and easy to understand

Effective Vocal Energy:

				You spoke loudly enough to convey meaning and enthusiasm
				You emphasized important words by using vocal inflections
				You raised and lowered volume and pitch to create impact

Effective Timing:

				You spoke at a faster rate to capture attention
				You spoke at a slower rate to capture attention
				You varied your rate within phrases and sentences
				You strategically placed your pauses