**Speaking and Listening Assessment**

**Speaker/Presenter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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4. Present information, findings, and supporting evidence (e.g., reflective, historical investigation, response to literature presentations), conveying a clear and distinct perspective and a logical argument, such that listeners can follow the line of reasoning, alternative or opposing perspectives are addressed, and the organization, development, substance, and style are appropriate to purpose, audience, and a range of formal and informal tasks. Use appropriate eye contact, adequate volume, and clear pronunciation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MECHANICS** | **3 Excellent** | **2 Acceptable** | **1 Poor****Not Acceptable** | **Score** |
| **Voice projection** | **Voice was always clear and loud enough for all to hear** | **Voice was loud enough for all to hear most of the time. A request to speak up may have been made.** | **Voice was often not loud enough for all to hear. More than one request to speak up may have been made.** |  |
| **Eye contact** | **Good eye contact with the audience was made. Frequent turning of the head to scan and connect with the audience was evident.** | **Adequate eye contact with the audience was made. Occasional turning of the head to scan and connect with the audience was evident.** | **Poor eye contact with the audience was made. Frequent turning of the head to scan and connect with the audience was not evident.** |  |
| **Posture** | **Always stood up straight and tall and made no unnecessary movements or gestures.** | **Mostly stood up straight and tall and avoided unnecessary movements and gestures.** | **Did not stand up straight and tall and often made unnecessary movements and gestures.** |  |
| **CONTENT** |  |  |  |  |
| **Preparedness** | **Delivered good, relevant information in an interesting way.** | **Delivered good, relevant information adequately.** | **Delivered irrelevant information.** |  |
| **Notes:** | **Total score** |

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3. Evaluate a speaker’s point of view, reasoning, and use of evidence and rhetoric, assessing the stance, premises, links among ideas, word choice, points of emphasis, and tone used.

**Listener/Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comment on one strong presentation point or area that the speaker should continue in future presentations:**

**Comment on one weak presentation point or area that the speaker should improve in future presentations:**

**Comment (using complete sentences) on one significant idea you learned from this presentation as a result of listening carefully:**