

Oral Communication Assessment Sheet

Speaker number: _____ Assessor: _____

Skill Assessed	Criteria for Assessment	Speaker Performance:		Weight	Final Score
		Superior	3		
		Satisfactory	2		
		Unsatisfactory	1		
Invention	Purpose or thesis of presentation was clearly stated. Reasoning throughout was clear, logical, and free of fallacies. Where possible, speaker's <u>analysis of the audience</u> displayed an ability effectively to tailor his or her message to the audience and to anticipate and respond effectively to probable objections to, or questions regarding, his or her thesis or arguments. Where necessary, <u>evidence used</u> was reliable and compelling, internally and externally consistent with the arguments made in the presentation, cited appropriately and sufficiently within the presentation, and deployed in a manner that effectively supported the claim or claims being made.			x 5	
Organization	Organizational structure chosen was appropriate for the material presented and utilized clearly. Where appropriate, a preview and/or review of material was provided. Transitions between main ideas in the presentation were clear.			x 2	
Style	Language used was appropriate to the subject matter and purpose of presentation. Where appropriate, speaker displayed an ability effectively to use literary devices to engage his or her audience.			x 2	
Delivery	Speaker spoke in a manner that was clear and audible, that maintained appropriate visual contact with the audience, and that utilized gestures effectively. Speaker's method of delivery—whether from a manuscript; or extemporaneously from limited notes; or impromptu, from no notes—was appropriate for the occasion and effective. Where and when appropriate, speaker's use of visual aids (including PowerPoint and other software) was effective in presenting relevant material without overshadowing the speaker.			x 1	
Comments:					Total