

## SPEAKING OUTCOME WORKSHEET

Rate the speaker's performance in small and/or large group situations on a scale from 0 to 5 (unsatisfactory to exemplary) for each item. (**Note:** Deduct 5 points per nonapplicable item from each of the four grading scales at the bottom of the page.)

### **CLEAR**

- \_\_\_ 1. Clearly implied or directly stated goal of the presentation
- \_\_\_ 2. Clear and logical organization
- \_\_\_ 3. Clear and varied development techniques (examples, facts, statistics, visuals, etc.)

### **PRECISE**

- \_\_\_ 1. Vivid language, examples, visual aids, etc.
- \_\_\_ 2. High-quality/accurate information

### **COHERENT**

- \_\_\_ 1. Smooth development (easy to follow)
- \_\_\_ 2. Transitional devices from one main point to the next
- \_\_\_ 3. Logical and signaled closure

### **PERCEPTIVE**

- \_\_\_ 1. Visual aids and/or vivid language for clarity
- \_\_\_ 2. Anticipation of questions, concerns, objections
- \_\_\_ 3. Appropriate length and content (key terms, buzz words, terminology)
- \_\_\_ 4. Speech design (to appeal to a variety of listeners)

### **AUDIENCE-AWARE**

- \_\_\_ 1. Material adaptation to audience's knowledge, interests, attitudes
- \_\_\_ 2. Appropriate language for audience
- \_\_\_ 3. Appealing information
- \_\_\_ 4. Adequate eye contact
- \_\_\_ 5. Comfortable delivery

### **CORRECT (Edited American English)**

- \_\_\_ 1. Proper grammar (avoidance of double negatives, slang, nonstandard language)
- \_\_\_ 2. Clear, distinctive articulation and volume
- \_\_\_ 3. Correct word usage and pronunciation

### **TOTAL POINTS**

\_\_\_ Exemplary    \_\_\_ Satisfactory    \_\_\_ Below Satisfactory    \_\_\_ Unsatisfactory  
(Above 3.49)    (2.50-3.49)    (1.50-2.49)    (Below 1.50)