

Communicate Effectively Through Speaking

LOW			HIGH
1	2	3	4
Tone of voice			
<ul style="list-style-type: none"> • Monotonous, very soft, and cannot be heard 	<ul style="list-style-type: none"> • Lacks enthusiasm 	<ul style="list-style-type: none"> • Varies vocal tones attracting interest 	<ul style="list-style-type: none"> • Warm, enthusiastic, colorful, and easy to listen to
Pronunciation			
<ul style="list-style-type: none"> • Incorrectly pronounces words and terms 	<ul style="list-style-type: none"> • Incorrectly pronounces words and terms in many cases 	<ul style="list-style-type: none"> • Student pronounces most words correctly 	<ul style="list-style-type: none"> • Precise pronunciation and enunciation of all terms
Volume			
<ul style="list-style-type: none"> • Cannot be heard 	<ul style="list-style-type: none"> • Mumbles and speaks too quietly 	<ul style="list-style-type: none"> • Student voice is clear. Audience generally can hear everything 	<ul style="list-style-type: none"> • Uses clear voice that everyone can hear and understand
Vocabulary			
<ul style="list-style-type: none"> • The grammar and vocabulary are so poor that you cannot understand most of the message. 	<ul style="list-style-type: none"> • Uses very simplistic, bland language. 	<ul style="list-style-type: none"> • Uses a style of communications characterized by simple grammatical structure and concrete vocabulary 	<ul style="list-style-type: none"> • Uses descriptive language that is clear and concise. Persuasive language is used along with complex grammatical structures.
Clarity			
<ul style="list-style-type: none"> • Says practically nothing; content is not relevant or contains so many fillers that content is very difficult for listener to comprehend 	<ul style="list-style-type: none"> • Provides limited content. May include fillers that distract listener from intended meaning 	<ul style="list-style-type: none"> • Focuses primarily on relevant content and provides enough content to meet the requirements. Uses limited or no fillers 	<ul style="list-style-type: none"> • Provides a variety of types of content appropriate for the task such as generalizations, details, examples, and different forms of evidence. Use of fillers is limited or absent and does not distract from intended meaning
Posture			
<ul style="list-style-type: none"> • Poor posture and lack of focus 	<ul style="list-style-type: none"> • Posture is generally acceptable; does not seem out of place 	<ul style="list-style-type: none"> • Looks relaxed and comfortable 	<ul style="list-style-type: none"> • Focuses attention and interest with stance and movement
Facial expressions			
<ul style="list-style-type: none"> • Expression does not change – only moves lips 	<ul style="list-style-type: none"> • Some variety of expression; does not detract from or add to the message 	<ul style="list-style-type: none"> • Variety of expression 	<ul style="list-style-type: none"> • Highly animated and expressive
Eye contact			
<ul style="list-style-type: none"> • Avoids eye contact 	<ul style="list-style-type: none"> • Some eye contact 	<ul style="list-style-type: none"> • Maintains eye contact most of the time but frequently returns to notes 	<ul style="list-style-type: none"> • Maintains good eye contact with audience, seldom returning to notes
Gestures			
<ul style="list-style-type: none"> • Stiff or erratic gestures 	<ul style="list-style-type: none"> • Some effective movements and gestures but does not seem comfortable 	<ul style="list-style-type: none"> • Generally interesting movement; somewhat relaxed 	<ul style="list-style-type: none"> • Expressions and gestures focus attention and interest
		Total	_____/36