

GUIDELINES FOR GRADING SPEECHES AND PRESENTATIONS

The A speech or presentation is characterized by the following:

1. a clearly defined thesis that is appropriate to the audience, occasion, and assignment;
2. an introduction that secures the attention and interest of the audience; a conclusion that summarizes or calls the audience to action;
3. strong development and support of the thesis;
4. logical and effective organization of the full speech or presentation;
5. clear and logical transitions and internal summaries;
6. appropriate usage, diction, and grammar and control of the conventions of formal oral English;
7. originality and freshness of expression and ideas, with power point presentation, poster board, overhead transparencies, use of chalk board, handouts;
8. effective delivery, including nonverbal components (eye contact, gestures, posture) and vocal components (fluency, rate, volume, enunciation, vocal variety);
9. high credibility, including demonstrated knowledge, trustworthiness, and sincerity.

The B speech or presentation is characterized by the following:

1. a clearly defined thesis;
2. a generally effective introduction and conclusion;
3. strong support of the thesis but with the need of further explanation or additional development;
4. usually logical and defective organization of the full speech or presentation;
5. usually clear and logical transitions and internal summaries;
6. generally appropriate usage, diction, and grammar with only a small number of minor errors;
7. somewhat less originality and freshness of presentation than is characteristic of the A speech or presentation;
8. generally effective nonverbal and vocal delivery with perhaps a few rough spots;
9. generally high credibility.

The C speech or presentation is characterized by the following:

1. a thesis that may be obvious or insignificant or that may not totally control the speech or presentation;
2. an adequate introduction that may fail to fully secure attention or interest; an adequate but perfunctory conclusion;
3. no more than adequate development and support of the thesis;
4. no more than adequate transitions and internal summaries with a transition perhaps omitted or illogically chosen;
5. generally appropriate usage, diction, and grammar but with occasional vagueness or inexactness;
6. less originality and freshness of presentation than is characteristic of the A or B speech or presentation;
7. adequate credibility but with some deficiencies in knowledge of the topic.

The D speech or presentation is characterized by one or more of the following:

1. a thesis that is unclear or inappropriate to audience, occasion, or assignment;
2. inadequate or omitted introduction or conclusion;
3. inadequate development and support of thesis, e.g., asserting claims without support;
4. inadequate or illogical organization, e.g., points in body or speech or presentation out of order;
5. inadequate transitions or internal summaries, e.g., most transitions omitted or illogically chosen;
6. frequently inexact, vague, or inappropriate usage, diction, and/or grammar;
7. almost no originality or freshness of expression or ideas;
8. inadequate delivery with a lack of fluency, little eye contact, few gestures, lack of vocal variety, over-reliance on notes;
9. inadequate credibility, e.g., lack of knowledge of topic.

The F speech or presentation is characterized by one or more of the following:

1. omitted, totally unclear, or seriously inappropriate thesis;
2. omitted or seriously inadequate introduction and/or conclusion;
3. almost total lack of thesis development, wandering away from thesis;
4. no sense of organization, e.g., no division into introduction, body, and conclusion;
5. no transition or internal summaries employed; incoherent;
6. a large number of inappropriate or unidiomatic usage, inappropriate diction, or incorrect grammar;
7. no originality or freshness of expression or ideas;
8. serious deficiencies in delivery, including lack of fluency, no eye contact, no gestures, monotone expression, speech or notes read from manuscript rather than delivered;
9. no credibility because of lack of knowledge or objectivity on the topic.