

# **COMMUNICATIONS CULMINATING ACTIVITY**

Each student will prepare and present a one minute speech on a topic of their choice.

In practicing the speech, be aware of the following areas for evaluation:

## **Speaking Skills**

- speech rate -- is it too fast or too slow?
- enunciation (articulation) -- do you mumble? could you understand every word?
- tone -- is your voice modulated, not a monotone?
- pitch -- is the sound or level of your voice comfortable; not too high or too low?
- volume -- too soft, too loud? vary the volume for emphasis on important words
- breathing or phrasing -- do you breath in the middle of a sentence? are your pauses too long?
- habits -- do you say "you know," "okay," "huh," "um," etc.?

## **Non-Verbal Factors**

- eye contact -- are you just looking at your notes or are you making contact with everyone?
- gestures -- do your body gestures reinforce points or are they distracting?
- posture -- good, bad, distracting?
- movement -- do you stay in one place, move or pace? Is it helpful or distracting?
- facial expressions -- do you show emotion at appropriate times?

## **Content**

- clarity -- is the information presented clearly? Is the point of your speech easily understood?
- vocabulary -- is your word choice appropriate for the intended audience?
- organization -- is the material well organized and flows smoothly?



KCrawford

## **Evaluation:**

Each student will complete a feedback form on each speech. These will be given to the presenter to help prepare for a future speech.

The teacher will complete a checklist on the above 15 items with a "Satisfactory" and "Needs Improvement" column.

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Period: \_\_\_\_\_

### Feedback

#### Speaking Skills

	satisfactory	needs improvement
speech rate	<input type="checkbox"/>	<input type="checkbox"/>
articulation	<input type="checkbox"/>	<input type="checkbox"/>
tone	<input type="checkbox"/>	<input type="checkbox"/>
pitch	<input type="checkbox"/>	<input type="checkbox"/>
volume	<input type="checkbox"/>	<input type="checkbox"/>
breathing	<input type="checkbox"/>	<input type="checkbox"/>
habits	<input type="checkbox"/>	<input type="checkbox"/>

#### Non-Verbal Factors

eye contact	<input type="checkbox"/>	<input type="checkbox"/>
gestures	<input type="checkbox"/>	<input type="checkbox"/>
posture	<input type="checkbox"/>	<input type="checkbox"/>
movement	<input type="checkbox"/>	<input type="checkbox"/>
facial expressions	<input type="checkbox"/>	<input type="checkbox"/>

#### Content

clarity	<input type="checkbox"/>	<input type="checkbox"/>
vocabulary	<input type="checkbox"/>	<input type="checkbox"/>
organization	<input type="checkbox"/>	<input type="checkbox"/>

### Comments and Grade

A = 12 - 15 Satisfactory  
B = 8 - 11 Satisfactory  
C = 3 - 7 Satisfactory

Mrs. Crawford

\_\_\_\_\_  
name of student giving speech:

### Feedback

#### Speaking Skills

speech rate  
articulation  
tone  
pitch  
volume  
breathing  
habits

#### Non-Verbal Factors

eye contact  
gestures  
posture  
movement  
facial expressions

#### Content

clarity  
vocabulary  
organization

### Comments

\_\_\_\_\_  
name of student giving feedback