

Demonstration Speech

Name _____ Section # CMN-101 - _____

Title of Speech _____ Date _____

Category	Grading Criteria			Possible Points Per Category: <u>5</u>
	E	M	B	
Introduction	2 2	1 1 1	0 0 0	Attention material Orienting material Appropriate length
Content & Structure	2 2	1 1 1	0 0 0	Actually demonstrated step-by-step procedure Main points clearly stated & easy to follow Appropriate organizational pattern
Presentation Aids	5	4	3 2 1 0	Well-designed/Appropriate/Useful to audience (size, color, neatness, spelling)
Use of Presentation Aids	5	4	3 2 1 0	Presented skillfully (faced audience while using; avoided blocking audience's view)
Nonverbal Body Language	2 3	1 2	0 1 0	Eye contact Body language (posture, gestures, facial expressions; avoided distracting mannerisms)
Vocal/Verbal Delivery	5	4	3 2 1 0	Skillful use of voice & words including: Vocal variety & expressiveness (not monotone) Speaking rate & flow (avoided "dead air") Volume Avoided verbal fillers (uh, um, like, etc.) Correct articulation, pronunciation, grammar & word usage No inappropriate language (crude, sexist, racist)
Conclusion	2 2	1 1 1	0 0 0	Summarized key ideas Clincher/final statement Appropriate length
Outline	3	2 2	1 0 1 0	Correctness (all required parts present; correct format, numbering & spelling; typed) Followed planned written outline while speaking
Conformity to Assignment	2	1 1 1 1	0 0 0 0	Spoke extemporaneously; did not read or memorize Topic appropriate to assignment Note card requirement met Dressed appropriately
Conformity to Time Limit	5	4	3 2 1 0	Length of speech was within given time limit range +/- up to 30 seconds +/- :31 seconds – 1:00 minute +/- 1:01 - 1:30 +/- 1:31 - 2:00 +/- 2:01 or more
Raw Score (out of 50 possible points)				
Penalties				
TOTAL SCORE				45-50=A 40-44=B 35-39=C 30-34=D 0-29=F