

Western Wyoming Community College
Speaking Across the Curriculum
Presentational Speaking Assessment

Student Name _____ Date Due _____

Writing

Assignment _____

Basic Requirements of Assignment:

Use the following form to assess your final writing project.

Focusing

PURPOSE

Questions to ask:

- Do you state your purpose and relate it to your audience in the introduction?
- Do you restate your purpose in the conclusion?

Comments:

Developing

CONTENT/EVIDENCE

Questions to ask:

- Does your presentation include thorough research and properly documented sources?
 - Is there enough research from multiple sources to substantiate major points?
 - Are these sources reliable, balanced, and relevant?
- Does the presentation include results of your analysis and interpretation of the evidence? (or did you simply state the ideas of others?)
 - If your purpose is to argue to persuade, do you acknowledge the opposing side?
 - If your purpose is to solve a problem, do you show how to solve it?
 - If your purpose is to analyze, do you go beyond a summary and examine the topic?
- Did you use relevant examples that your audience can understand? Did you develop your own ideas?

Comments:

Organizing

STRUCTURE

Questions to ask:

- Are you achieving purpose through an appropriate structure?
 - Do you use sections to organize your ideas?
 - Do these sections support the purpose with sufficient information? (detailed examples, statistics, facts, etc.)
 - Do you use transitional words or sentences to connect the sections?

Comments:

Polishing

PRESENTATION

Questions to ask:

- Do you use language and sentence structure that is clear, concise and direct?
 - Are your words carefully chosen?
 - Is language effective and appropriate?
- Do you credit sources?
- Does the final product correspond to the instructor's presentation requirements?
- Are your visuals well-prepared and professional in appearance?
- Do you demonstrate the following abilities as appropriate to your presentation?
 - Effective use of technology, visuals, props
 - Effective eye contact
 - Effective use of gesture and body language
 - Vocal variety
 - Interaction with audience
 - Appearance appropriate for audience and purpose

Results:

- Did you achieve the desired results?
 - Did your audience understand? How do you know?
 - Did you seek feedback?

Final Assessment _____

Comments:
