Western Wyoming Community College  
Speaking Across the Curriculum  
Presentational Speaking Assessment

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<th>Basic Requirements of Assignment:</th>
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*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:**

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## 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:**

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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:**

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