

Speaker: _____

Topic: _____

Informative Speech Rubric

ORGANIZATION	DELIVERY
<p><u>Purpose/Audience/Topic/Word Choice</u> 5 You clearly made your topic & purpose relevant and interesting to your specified audience, using appropriate word choices and level of complexity. 3-4 You could make your purpose more clearer or your topic or word choices more relevant to your specified audience. 0-2 Your purpose or relevance of topic were unclear or inappropriate for your specified audience.</p>	<p><u>Eye Contact</u> 5 You used your notes as cues, not crutches, which added to your credibility and our involvement. Your eye contact was excellent in all areas of the room. 3-4 You need to rely less on your notes and/or make better use of eye contact to enhance your message and stay connected with your audience. 0-2 You appeared to be reading to us a significant part of the time and/or had little eye contact</p>
<p><u>Introduction</u> 5 You had a good attention-getter and a clear preview or purpose statement that led us smoothly into the speech. 3-4 You had a start on an introduction but still needed more detail. 0-2 You need stronger attention-getter and a clearer preview or purpose statement.</p>	<p><u>Vocal Rate, Pitch, Pauses, and Volume</u> 5 Your voice was loud enough to hear easily; you used your rate volume, pitch, and pauses effectively to enhance your message. 3-4 Your vocal variety was effective overall, but you could use your voice to enhance your message.. 0-2 You need to work on _____.</p>
<p><u>Body and Transitions</u> 5 Your organizational pattern and transitions made your speech easy to follow. 3-4 You need to make your main points more clear; reorganize or chunk some of your information so it is easier to follow and remember and/or give us stronger cues. 0-2 Your organizational pattern and/or transitions were unclear, making it difficult for us to follow and understand.</p>	<p><u>Vocal Quality/Articulation & Pronunciation</u> 5 Your voice was conversational, pleasant, and powerful which helped engage us in your message; articulation and pronunciation were clear. 3-4 You need to put more life in your voice and/or use a more conversational tone; continue to work on articulation and pronunciation. 0-2 You need to put a great deal more life in your voice in order to maintain the audience’s attention.</p>
<p><u>Conclusion</u> 5 Your conclusion emphasized your main point(s) and drew your speech to a close with an effective memorable statement. 3-4 You had a start on a conclusion, but still need a closing statement. 0-2 You need to bring your speech to a close by summarizing or reminding us of your main points.</p>	<p><u>Nonverbal/Posture/Gestures</u> 5 You looked comfortable, using your hands, body, and facial expressions naturally and effectively, without distractions. 3-4 Your body language needs work.. 0-2 You had very few gestures, body motions, or facial expressions; you need to be more animated; your posture and gestures were distracting and/or unnatural.</p>
<p><u>Other Criteria</u></p> <p>10 Presentation Aid 10 Typed Outline 10 MLA Works Cited 10 Timing 10 Professional Dress</p>	<p><u>Preparedness, Composure, and Polish</u> 5 You appeared well prepared and comfortable,your presentation seemed polished. 3-4 You seemed fairly comfortable and confident, which built credibility, but you seemed to need a bit more practice to have a polished presentation. 0-2 Your presentation seemed pretty rough. You needed more practice to increase your credibility and build your confidence.</p>



Additional Comments:

Informative Presentation

The goal of this presentation is to inform the audience about an object, process, event, or a concept. Students will be required to conduct independent research for this speech and select a topic that reflects an issue that is current and will add to the knowledge base of the audience. Students are required to dress in professional business attire for this speech.

Assignment Requirements:

1. The presentation should be **well organized**. It should include an attention-getting introduction, central idea, preview of the key points, appropriate supporting material, and a memorable conclusion. Choose any of the organizational patterns described in your textbook or use an original but clear organizational pattern.
2. **BEFORE** you present, turn in a **typed** outline with this rubric stapled to the front.
3. Any type of presentation aid is required.
4. Turn in a **Works Cited page** of your sources with your outline. The works cited should be typed and in MLA standard format. It should include at least **three** different, valid, & credible sources.
5. Dress professionally on the day of your presentation.
6. The time limit for the informative presentation is **4 to 7 minutes**. **TIME** your presentation.
7. **Be an attentive and supportive listener!** Do not use your phone or talk with classmates while your fellow classmates are presenting.

