

## Preview - Past Present Future Speech

This grading rubric is for the Past, Present, Future Self Introductory Speech assignment.

Objective/Criteria	Performance Indicators		
	Effectively Accomplishes	Needs Improvement	Not Accomplished
<b>Introduce Self and Topic</b>	(5 points) Introduces self by first and last name. Creative introduction of topic and main ideas.	(3 points) Introduce self by one name only. Stated topic but not main ideas within the topic (Past, present, future).	(0 points) Failed to introduce self and/or topic or unclear statement. Or, assignment not completed.
<b>Organization: Signposts and transitions</b>	(10 points) Uses effective organizational pattern for speech purpose. Main points are clearly distinguished from supporting details. Signposts are effectively used for smooth and coherent transitions.	(6 points) General structure, organization seems adequate but some blurring between main points and supporting details. Logical flow, but no clear signposts for smooth transitions	(2 points) Lack of structure. Ideas are not coherent and transitions are forced or blurred. Difficult to identify introduction, body, and conclusion. (0 points if not delivered)
<b>Eye Contact</b>	(5 points) Consistently and effectively used eye contact to establish rapport with audience. Inconspicuous use of speaker notes and effective use of scanning to established an expanded zone of interaction	(3 points) Conspicuous use of speaker notes. Seems disengaged from audience for noticeable periods of time.	(1 points) Reads speech from notes/manuscript. Avoids eye contact with audience. Only occasional and sporadic glances. (0 points if not delivered)
<b>Vocal Elements</b>	(5 points) Natural variation of vocal characteristics (rate, pitch, volume, tone) in Standard English to heighten interest and match message appropriately. Fluency: Appropriate pronunciation, enunciation, and articulation. Lack of noticeable vocalized fillers.	(3 points) Limited variation of vocal characteristics. Use of rate, pitch, volume and tone seemed inconsistent at times. Fluency: Few noticeable errors in pronunciation, enunciation and articulation. Minimal use of vocalized fillers.	(1 points) Monotone or lacked variation of vocal characteristics. Inconsistent with verbal message. Fluency: Excessive fluency errors interfered with message comprehension. Excessive use of fillers. (0 points if not delivered)
<b>Objects</b>	(5 points) 3 objects used; one in	(3 points) Used only 2 objects or	(1 points) No objects or only one

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	each main idea. Complimented verbal message; relevant to topic.	items not objects. Did not show or relate object with idea clearly.	object. Did not point out object or discuss relevancy to ideas. Zero points for no objects or if not delivered.
<b>Closing Summary</b>	(5 points) Effectively summarizes main ideas following PPF format.	(3 points) Reviewed ideas but not as presented or incoherently.	(0 points) Did not summarize main ideas. (0 points if not delivered).
<b>Close with Impact</b>	(5 points) Effective use of leaving the speech memorable. Closing is relevant and meaningful and seemed to gain the desired response from the audience.	(3 points) Use of relevant closing strategy, but did not seem to adequately capture audience attention and or lead to desired outcome.	(0 points) No effective closing with impact in place leaving audience without memorable conclusion (e.g., That's it). (0 points if not delivered).
<b>Time Limits</b>	(5 points) 2 minutes to 2:10	(4 points) 2:11 minutes to 2:20	(3 points) 2:21 minutes to 2:30
<b>Time Limits (Continued)</b>	(0 points) 2:31 minutes to 2:40 (if points received on this line, above line points adjusted to equal 2 points)	(0 points) 2:41 minutes to 2:50 (if points received on this line, above line points adjusted to equal 1 point)	(0 points) 2:51 plus or under 1:57 (This box checked if received points from above.) (0 points if not delivered).
<b>Note Cards</b>	(5 points) 3 to 4 cards used. Key words. Cards numbered. Only one side used.	(3 points) Used 4-5 cards. Sentences vs. key words used. Writing on both sides. Cards not numbered.	(0 points) Note cards not used, not submitted or used paper or used 6 or more cards. (0 points if not delivered).
			out of 50