COMS 103: Presentational Speaking in the Organization………..Speech to Influence

Name: ________________________

Outline/s (25 points possible):
□ Outline does not draw audience attention  □ Free from mechanical errors
□ Follows obvious outline format  □ Word-processed, not handwritten
□ One sided, not stapled  □ Outline format/use shows improvement

Notes on how to improve the outline/s:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Content (75 points possible):
□ Topic is timely, important, interesting  □ At least four sources, cited properly
□ Topic is creative and authentic  □ Sources qualified as credible
□ Presentation is adapted to audience  □ Speaker qualified self as credible
□ Topic has obvious business focus  □ Logical organization
□ Effective attention/closing material  □ Language used to move emotions/feelings
□ Effective preview/summary  □ Presentation is influential
□ Effective transitions

Notes on how to improve the content:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Delivery (50 points possible):
□ Adequate eye contact  □ Conversational style used
□ Vocal fillers under control  □ Gestures appear natural
□ Good projection  □ Effective rate/rhythm
□ Effective volume  □ Offensive material absent
□ Within time limits (5 – 7 min.)  □ Speaker shows improvement

Notes on how to improve delivery:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Time: __________
Point total: __________