## Communication Studies 103: Presentational Speaking in the Organization...*Speech to Inspire*

**Name:** ___________________________  
**Date:** ______________

### Topic Selection (20 points possible):
- □ *Explicit/effective* audience adaptation
- □ Topic is timely, important, interesting
- □ Topic is creative and authentic
- □ Topic has obvious business focus
- □ Topic has potential to *inspire*

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

### Delivery (50 points possible):
- □ Adequate eye contact
- □ Conversational style
- □ Effective nonverbal
- □ Offensive material absent
- □ Vocal fillers are under control
- □ Good projection/rate/rhythm
- □ Speaker shows improvement
- □ Speaker is appropriately dressed
- □ Within time limits (6 – 8 minutes)

### Organization (75 points possible):
- □ Effective attention getter
- □ Clear thesis AND preview
- □ 2 – 4 clear main points
- □ Clean transitions
- □ Clear, practical call-to-action (plan)
- □ Plan includes all audience members
- □ Effective signposting
- □ Argument is ethical
- □ Counter arguments addressed
- □ Language used to move emotions/feelings
- □ Summary/Review
- □ Memorable close

### Research/Support (50 points possible):
- □ At least 5 credible citations
- □ Oral citation 1: ______________________
- □ Oral citation 2: ______________________
- □ Oral citation 3: ______________________
- □ Oral citation 4: ______________________
- □ Oral citation 5: ______________________
- □ At least 2 different types of sources
- □ Source 1: ______________________
- □ Source 2: ______________________

### Presentation Aid (30 points possible):
- □ Used appropriately
- □ Clear and creative
- □ Professional appearance
- □ Adds to the presentation
- □ Demonstrates planning/preparation

### Notes:
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**Time:** ___________  
**Total Points (out of 250):** ___________  
**Letter Grade:** ___________