**Oral Communication**

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|  | **1** | **2** | **3** | **4** |
| **Length of speech** | More than 1 min over/under the allotted time | Within 1 minute of the allotted time | Within the allotted time (2-4 min) |  |
| **Use of language and clarity of speech** | Language used is not appropriate  (English?). Many pauses and lack of organization make the speech difficult to understand | Language used is appropriate. Some pauses (um, uh…).  Some parts of the speech are unclear or difficult to follow | Language used is appropriate. Few pauses (um, uh…). Speech is easy to follow | Language used is appropriate and varied. No pauses (um, uh …). Speech is very clearly organized and easy to follow |
| **Body Language** | Little or no eye contact with the audience. Gestures & facial expressions are lacking | Some use of body language and gestures. Some eye contact. Some distracting movements | Good use of body language and gestures. Good eye contact.  Very little movement/fidgeting | Excellent use of body language and gestures. Constant eye contact. No movement/fidgeting |
| **Introduction** | You do not have an effective hook to attract the audience’s attention | Your introduction hooks the audience’s attention with some effectiveness | Your introduction hooks the audience’s attention with considerable effectiveness | You introduction effectively hooks the audience and makes them want to hear more |
| **Conclusion** | Does not bring closure. The audience is left hanging | Conclusion brings some closure to the speech | Conclusion reviews the main points and brings closure to the speech | Conclusion reviews the main points, brings closure and is memorable! |
| **Message of the speech** | Message is unclear | Message is expressed with some clarity | Message is clearly expressed | Message is very clearly expressed |

Writing

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| --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** |
| Structure/ Organization | Ideas are not clearly organized. The speech is difficult to follow and needs more structuring | Some ideas are organized logically. Structuring of sentences and paragraphs needs some work | Ideas are organized logically. Sentences and paragraphs are well-structured | Ideas are organized very logically, which gives a good flow to the speech. Sentences and paragraphs are varied and well -structured |
| Writing Process | Little to no evidence of the writing process being used | Some evidence of the writing process being used | Clear evidence of the writing process being used: planning, rough copy, editing/revising, good copy | Excellent evidence of the writing process being used |
| Spelling/Grammar | Very frequent errors in spelling and grammar – difficult to understand the text | Quite a few errors in grammar and spelling, on vocabulary that should be known | Few spelling/grammar errors, doesn’t take away from understanding | Little to no spelling grammar errors – only on difficult vocabulary |