**PUBLIC SPEAKING COMPETENCIES**

(Please Note: Moving toward a rating of “excellent” regards the QUALITY of parts, NOT just their presence. These are Nationally normed criteria. The Department of Communication trains both faculty and TAs in the uniform use of this instrument.)

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<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Satisfactory</td>
<td>Good</td>
<td>Excellent</td>
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*SCORES*

**Competency one: Assignment specifics**
- Evidence of Preparation
- Evidence of Practice
- Within Specified Time
- Meets Assignment Requirements

**Competency two: Introduction**
- Attention Gaining Material
- Thesis/Specific Purpose
- Relevance Material
- Preview of Points
- Transition into Body

**Competency three: Supporting Material/ Body of Presentation**
- Good Information (content)
- Main Points Clear and Elaborated
- Relevance of Evidence (sourced)
- Smoothness of Introduction of Evidence

**Competency four: Observable Organizational Pattern**
- Clear Organizational Structure
- Internal Transitions
- Transition from Body into Conclusion
- Summary of Points
- Definitive Final Statement

**Competency five: Appropriate Language**
- Bias-Free Language
- Formal Level (no “you” – slang – or unexplained specialized words)
- Does not draw attention to speaker or occasion
- No Verbal Fillers (“you know”…“like”… etc.)

**Competency six: Vocal Presentation**
- NO READING
- Rate
- Expressiveness/changes in pitch
- Intensity/Volume

**Competency seven: Pronunciation**
- Grammar
- Articulation (Clarity; not reading rhythm; not memorized rhythm)
- Delivery (not halting, not choppy, minimal note involvement)
- No Vocalic Fillers (“Uh”…“Er”…“um”)

**Competency eight: Nonverbal Support of Presentation**
- Eye Contact with Audience
- Good Use of Note Cards (must have, not held)
- No Complete Sentences on Cards (except direct quotations)
- Lectern Use (no body parts in contact)
- Appearance (no hats, attention to self presentation)
- Appropriate Use of Gesture and Facial Expression

Speaker’s Name ___________________ Topic ___________________ Evaluator’s Blind ID # ___________