

Oral Communication Skills Evaluation Form

Your evaluator will rate your oral communication skills when you make your presentation. The scoring guide they will use is shown below.

Student Name: _____

Date: _____

Topic: _____

Evaluator Name: _____

Skills Evaluation (one rating will be checked for each):

Communication Skill:

- Basic ___ Ideas are not presented clearly
- Proficient ___ Presents ideas in clearly an organized manner
- Advanced ___ Presentation is polished and well organized

Attention to Audience

- ___ Shows little or no awareness of intended audience
- ___ Uses an approach that is appropriate for intended audience
- ___ Uses an original and creative approach appropriate for intended audience

Language

- ___ Uses some inappropriate words or language
- ___ Uses appropriate words and language
- ___ Uses vivid, precise language

Delivery

- ___ Uses limited delivery techniques, including a somewhat indistinct voice, occasional eye contact
- ___ Demonstrates effective use of delivery techniques including an audible voice, eye contact
- ___ Demonstrates ease in delivery techniques, including an appropriate and natural voice, excellent eye contact

Overall Rating ___ Needs Further work ___ Meets ___ Exceeds

Comments: _____

Oral Communication Skills Evaluation

Overview In your future academic and professional life, you may be called upon to give an oral presentation. Being able to present and explain your work and ideas to others is an important part of professional communication. You will be expected to do an oral presentation that reflects the communication standard. The steps below will guide you through the most important preparation steps. Your teacher and you will decide to whom it will be presented.

- Step 1:** Review the Oral Communication Skills Evaluation Form on page 43 and read the communication standard on page 6 of the Career-Related Learning Standards descriptions.
- Step 2:** Identify the teacher who will complete your Oral Communication Skills Evaluation Form. Take the form to them and review the communication standard and the ratings together
- Step 3:** Plan what to say. Preparation is the key to a good oral presentation. Use the Oral Presentation Checklist (page 42) to plan what information to give your intended audience.
- Step 4:** Plan your visual aids. Presentations are typically improved with the use of slides, videos, props, posters, or computer projections.
- Be sure your visual aids are easy to see and will help the audience understand what you did.
 - If you require audio/visual equipment for your presentation, give your teacher plenty of advance notice.
- Step 5:** Practice your presentation. Whether in front of a mirror or with a friend, practicing will make you more comfortable with your presentation. As you practice, make sure that:
- you know what to say
 - your presentation is organized and makes sense
 - your visual aids are useful
 - your presentation is the required length
- Step 6:** Give the oral presentation. It should be at least three minutes in length, and observed by at least one teacher.
- Step 7:** Complete a written summary using the Oral Presentation Summary Planning Form on page 44 or provide proof of passing the CIM requirement

- Requirements** Your oral communication sample must include:
- an oral presentation at least 3 minutes long
 - the use of visual aids
 - a written summary