

Appendix 1

Name: _____

My comfort level when it comes to public speaking:

0-----5

Not at all

Super Comfy

My greatest concern about public speaking is:

Something I look forward to about this unit is:

Describe any past public speaking experience:

Name: _____

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My greatest concern about public speaking is:

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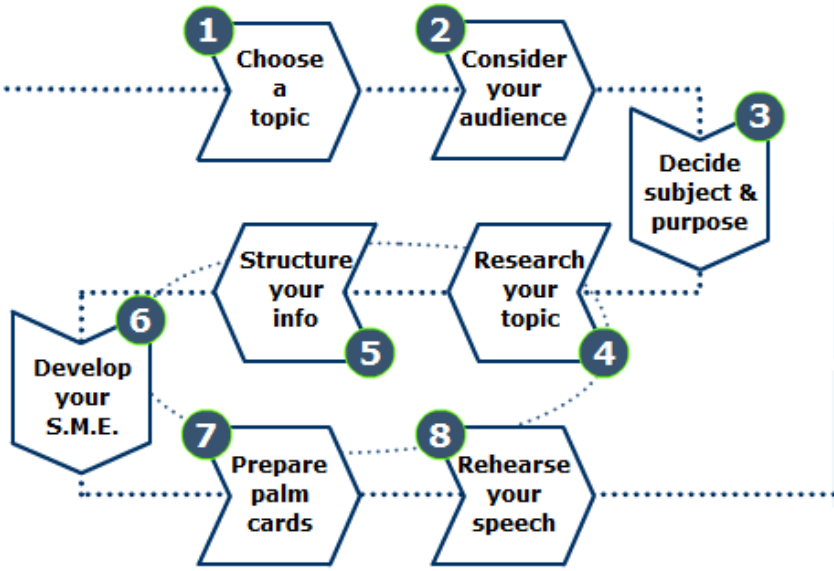
Describe any past public speaking experience:

Public Speaking Marking Criteria

MATTER – Content of the speech (40 marks)					
Criteria	20 marks	16 marks	12 marks	8 marks	SCORE
Information	Information addresses the topic and uses original ideas and examples are used to support.	Most information addresses the topic and some examples are used to support.	Most information addresses the topic but there are no examples are used to support.	Only some information addresses the topic.	
Effectiveness	High interest material which was audience appropriate. It achieved its purpose.	Interesting material which was audience appropriate. Good attempt at achieving its purpose.	Some material was of interest to the audience. The purpose was achieved to some extent.	Low interest material. Inappropriate to the audience. Limited achievement of the purpose.	
MANNER – Presentation of the speech (40 marks)					
Criteria	10 marks	8 marks	6 marks	4 marks	SCORE
Eye Contact	Good eye contact which engages all the audience. Appropriate use of palm cards.	Good eye contact but focussed on only some of the audience. Limited use of palm cards.	Minimal eye contact with the audience. Frequently refers to palm cards.	No eye contact. Speech is read entirely from the palm cards	
Voice	Clear, audible and modulated to engage the audience. Fluent but pauses with effect.	Clear, audible with some modulation. Pausing is used to times for effect.	Inaudible at times but there is some modulation of the voice.	Mostly inaudible.	
Body Language/ facial/ gesture/stance	Effective use of facial expression and gestures to convey meaning. Maintains a confident stance.	Good use of facial expression and some gestures to convey meaning. Maintains a constant stance.	Some facial expressions used to effect. Limited or ineffective gestures. Some movement.	No evidence of facial expression and no or over-exaggerated gestures. Excessive movement.	
Confidence	Very confident, enthusiastic and assured presentation.	Confident and enthusiastic presentation.	Some confidence demonstrated at times.	Shy, over-nervousness and lacking confidence.	
METHOD – Organisation of the speech (20 marks)					
Criteria	10 marks	8 marks	6 marks	4 marks	SCORE
Structure	Speech is well structured and logically sequenced (intro, body, conc). An effective introduction and conclusion that leaves an impact on the audience. Good grammar.	Speech has good structure presented in sequence (intro, body, conc). A good introduction and conclusion that arouses attention. Appropriate grammar.	Some structure and sequencing is evident (intro, body, conc). May be an effective introduction and/or conclusion. Grammar is mostly appropriate.	Limited structure and lacks logical sequence of ideas.	
Timing	Time allocation is used to the fullest – 15 seconds either way.	Time allocation is used well – 30 seconds either way.	Under/over-used time – 1 minute either way.	More than 1 minutes over and under time.	
TOTAL:					/100

Path to the podium i

Follow the eight steps below when preparing a speech. Expect to revisit some steps more than once as you edit, rehearse, re-evaluate and rework your speech.


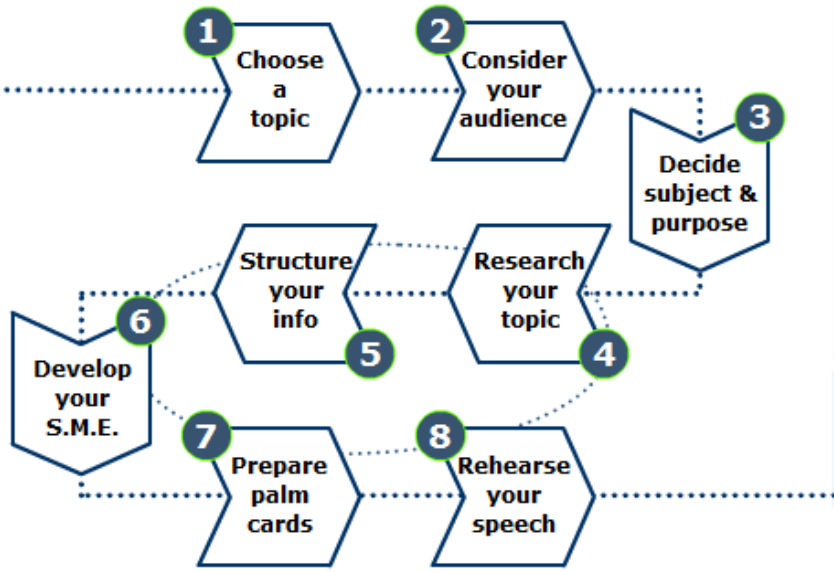



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    graph TD
      1[1 Choose a topic] -.-> 2[2 Consider your audience]
      2 -.-> 3[3 Decide subject & purpose]
      3 -.-> 4[4 Research your topic]
      4 -.-> 5[5 Structure your info]
      5 -.-> 6[6 Develop your S.M.E.]
      6 -.-> 7[7 Prepare palm cards]
      7 -.-> 8[8 Rehearse your speech]
      4 -.-> 6
      5 -.-> 4
      6 -.-> 5
      8 -.-> 7
  
```

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```

Speech Planner

Name: _____

Date: _____

Title: _____

Speech Topic:	The Main Message of My Speech Will Be:
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Introduction (Description, Definition, Quote and mentions main ideas) - - - - - -
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MAIN IDEA #1:
<i>Supporting Details:</i> - - - - -

MAIN IDEA #2:

Supporting Details:

-
-
-
-
-

MAIN IDEA #3:

Supporting Details:

-
-
-
-
-

MAIN IDEA #4: Rebuttal (Address arguments against your position)

Supporting Details:

-
-
-
-
-

Conclusion

(Reviews main ideas mentioned in introduction, answers the question "So What?")

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-
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-
-

Notes:

Partner Practice Guidelines

Speeches must be 3-4 minutes long – You will have ten minutes to get through both speeches. The person sitting on the inside of the circle will stay put. The students sitting on the outside of the circle will move clockwise around the room. The person on the outside will ALWAYS be the first to speak!

Speaker: Read through your speech, practicing strong public speaking traits.

Listeners: You have the following responsibilities—

1. Time the speaker
2. Look at your rubrics: What are two areas **in the MATTER and MANNER** that your partner needs to work on?
 - a. “When you speak with your next partner, focus on...”
 - b. “An area you could work on is...”
3. Look at your rubrics: What are two areas **in the METHOD** that your partner needs to work on?
 - a. “What can you add to your introduction to really grab our attention?”
 - b. “What can you add to your conclusion to keep it from being abrupt?”
 - c. “One of the topic requirements that I didn’t hear was...”
4. Look at your rubrics: What did the speaker do really well?
 - a. “Something you did really well was...”
 - b. “I really liked the part in your speech when...”

If you finish early and you didn’t make the appropriate time limit, work on elaborating your ideas. Partners, help one another!

If you finish early and you did make the appropriate time limit, the first speaker starts speaking again for more practice!

Partner Practice Rubric

Speaker: _____ Evaluator: _____

MATTER and MANNER

Circle the trait the speaker did really well (add comments below the trait):

Preparation	Enthusiasm	Eye Contact	Voice	Body Movement
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Circle the trait the speaker should work on for his/her next partner (add comments below the trait):

Preparation	Enthusiasm	Eye Contact	Voice	Body Movement
-------------	------------	-------------	-------	---------------

METHOD

Circle the trait the speaker did really well (add comments next to the trait):

Introduction	Topic	Conclusion	Time
--------------	-------	------------	------

Circle the trait the speaker should work on for his/her next partner (add comments next to the trait):

Introduction	Topic	Conclusion	Time
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What was your favourite part of this speech?

Partner Practice Rubric

Speaker: _____ Evaluator: _____

MATTER and MANNER

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Introduction	Topic	Conclusion	Time
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What was your favourite part of this speech?

Speech Protocol

- 1) We will start speeches with volunteers. After individuals stop volunteering, students will be called randomly.
- 2) When your name is called, walk professionally to the front of the room (Remember: You are ON as soon as you hear your name!). Begin speech.
- 3) Deliver speech. Keep in mind rubric expectations.
- 4) After speech, professionally take your seat once again. You are still ON until you have been seated.

Audience Expectations

Everyone will show respect during all speeches. This means:

- Sitting quietly and attentively at your desk.
- Working solely on listening during each speech.
- Minimizing movements, refraining from causing distraction.
- Applauding at the end of EACH speech.
- Listening to your peers. At the end, give them positive feedback. Tell them what they did well.

Remember: Do the right thing, do your best, and treat others the way you want to be treated!

Reflection

How did I prepare for my speech? Was this enough? _____

_____.

What can I do next time to feel more confident in front of the classroom? _____

_____.

Something I did really well during this speech was _____

_____.

Something I want to improve for the next speech is _____

_____.

Now, my confidence level when it comes to public speaking is:

0-----5
Not at all Super Comfy

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