**CC A10.3 (d)**

**Indicators**

* I can prepare, rehearse and deliver a talk on a familiar topic. A successful talk has:

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| **Criteria** | **Strong** | **Competent** | **Adequate** | **Developing** | **Not Yet** |
| **100%-86%** | **85% - 76%** | **75% - 66%** | **65% - 50%** | **Below 50%** |
| **Message Quality** | Message is clear, focused, and well-developed. Ideas and details are relevant, fresh, and appropriate. | Message is focused and developed. Most ideas and details are relevant and appropriate. | Message is communicated but needs a clearer focus or more development of idea(s). | Message is discernible but more details are needed to support the main idea(s). | Unclear focus; no elaboration of ideas; irrelevant or inappropriate content. |
| **Organization and Coherence** | Presentation is logically or creatively organized with evidence of detailed preparation. | Presentation has a clear central focus and is logically sequenced with evidence of adequate planning and preparation. | Presentation is organized with a recognizable introduction and conclusion but central idea is not sufficiently or logically developed. | Presentation does not have a clear focus or main idea. The introduction is weak or unrelated to the body of the presentation as is the conclusion. Main points are poorly supported. | Presentation lacks organization and structure. Ideas may be strung together loosely with an ineffective or nonexistent introduction or conclusion; it may be hard to determine main point. |
| **Language** | Register and tone are appropriate and hold listeners’ attention. Fresh, imaginative language is used to create an image, make a point, or capture audience’s interest.  Sentences are varied for emphasis or effect. Word choices are precise, interesting, and appropriate. | Register and tone are in keeping with purposes and audience. Language is clear and appropriate. Sentences are clear and show some variety. Most word choices are effective and original. | Register and tone are generally appropriate but not consistent. Sentences are generally clear with some variety in length and structure. Words are adequate and correct but lack flair and originality. | Register and tone are acceptable but language is mechanical, flat, and often unimaginative.  Sentences lack variety. Word choices are commonplace and lack punch. | No evidence of awareness of audience. Register and tone are inappropriate. Flat and unimaginative language is used. Sentences are simple, incomplete, or unclear. Word choices are vague and immature. |
| **Delivery** | Words are spoken clearly. Voice has effective modulation. Rate of speech is well-paced. Pauses or emphases are effective. Volume is loud enough to be heard easily. Visuals and other props are used effectively. | Words are clear and audible. Rate of speech, pauses, emphases, and volume is appropriate. Visuals and other props are used appropriately. | Some words are not spoken clearly. Rate of speech is at times too quick. Sentences have some inappropriate pauses. Volume is inconsistent. Use of visuals and other props adds to presentation. | Words are sometimes unclear or inaudible. Voice is uncertain. Rate is, at times, uneven or inappropriate. Pauses or emphases are sometimes misplaced. | Many words are not spoken clearly. Voice is monotone. Rate of speech is either too slow or too fast. Pauses or emphases for effect are not evident. Volume is low or inaudible. |