

## Oral Communication Assessment sheet

Topic: Instructional Talk

Date:

Type: Formative

		Present steps in a logical order	Recap the main points in the conclusion	Tell how, why, what needs to be done	Include advice, suggestions, warnings	Speak confidently	Listen and respond to questions	Specify the audience	Observe the time limits	Visual aids and props intergrated	

<p><b>Assessment Key</b></p> <p>5      Excellent</p> <p>4</p> <p>3      Met expectation</p> <p>2</p> <p>1      Poor</p>	<p><b>Evaluation</b></p> <p>Students causing concern</p> <p>Students above expectation</p>
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