

Student Name: _____

Date: _____

Nonverbal Communication and the Listening Process: Group Activity

Criteria	Excellent 4	Above Average 3	Below Average 2	Poor 1
Speaks Clearly	Speaks clearly and distinctly all (95-100%) the time, and mispronounces no words.	Speaks clearly and distinctly most (85-94%) the time, but mispronounces one word.	Speaks clearly and distinctly some (75-84%) of the time. Mispronounces no more than two words.	Often mumbles or cannot be understood OR mispronounces more than three words.
Preparedness	Group is completely prepared and has obviously rehearsed.	Group seems pretty prepared but might have needed a couple more rehearsals.	Group is somewhat prepared, but it is clear that rehearsal was lacking.	Group does not seem at all prepared to present.
Content	Shows a full understanding of the topic.	Shows a good understanding of the topic.	Shows a good understanding of parts of the topic.	Does not seem to understand the topic very well.
Time-Limit	Presentation is 5-8 minutes long.	Presentation is three minutes or less over/under the time limit.	Presentation is five minutes or less over/under the time limit.	Presentation is more than five minutes over/under the time limit.
Vocabulary	Uses vocabulary appropriate for the audience. Extends audience vocabulary by defining words that might be new to the audience.	Uses vocabulary appropriate for the audience. Includes one to two words that might be new to most of the audience, but does not define them.	Uses vocabulary appropriate for the audience. Does not include any vocabulary that might be new to the audience.	Uses several (five or more) words or phrases that are not understood by the audience.
Stays on Topic	Stays on topic all (95-100%) of the time.	Stays on topic most (85-94%) of the time.	Stays on topic some (75-84%) of the time.	It was hard to tell what the topic was.

TOTAL POINTS: _____

<p>Point to Grade Conversion Scale:</p> <p>22-24 = A</p> <p>19-21 = B</p> <p>17-18 = C</p> <p>14-15 = D</p> <p>13 or Below = F</p>
