

3 – 4 minute speech

Make sure you read and understand what is in the table. Each box has different points, that is, categories in the 'excellent' boxes do not have the same points.

NOTE: Reading all of your speech will get you a maximum of 5%, and points will be deducted for speeches under 3 minutes.

CATEGORY	Excellent	Good	Needs more effort	Poor
*Time Limit	Speech was 3-4 minutes long and did not seem hurried or slow.	Speech was 3-4 minutes long but seemed SLIGHTLY hurried or slow.	Speech was 3-4 minutes long but seemed VERY hurried or slow.	Speech was one or a combination of the following: too long, too short, seemed too hurried or too slow, there were many hesitations and long pauses throughout the speech, or you read nearly all or all of your speech.
Speak Clearly	Spoke clearly and distinctly nearly all of the time (100-95%).	Spoke clearly and distinctly most of the time.	Spoke clearly and distinctly half of the time.	Often mumbled and it was difficult to understand the speaker.
Vocabulary	Used vocabulary appropriate for the audience. Introduced new vocabulary that might be new to most of the audience and explained the words (in English).	Used vocabulary appropriate for the audience. Used words that might be new to most of the audience, but did not explain the meanings of those words (in English).	Used vocabulary appropriate for the audience. Did not include any vocabulary that might be new to the audience. Or used words that might be new to most of the audience, but explained the meanings of those words in Japanese.	Used several words or phrases that the audience did not understand.
Stay on Topic	Stayed on topic all of the time.	Stayed on topic most of the time.	Stayed on topic some of the time.	It was difficult to know what the topic was from the speech.
*Posture & Eye Contact	Stood up straight, looked relaxed and confident. Established eye contact frequently with most of the audience.	Stood up straight, did not look relaxed and confident but did sometimes establish eye contact with most of the audience.	Sometimes did not stand up straight, did not look relaxed and confident and/or did not establish eye contact with most of the audience (looked at one spot or person in the audience).	Slouched, leaned on the desk frequently, and/or hardly look at the audience during the speech.
Enthusiasm	Facial expression and body language showed a strong interest and enthusiasm in the topic throughout the speech, and it was not overdone.	Facial expression and body language showed some interest and enthusiasm about the topic throughout the speech.	Facial expression and body language showed a little interest and enthusiasm in the topic.	Facial expression and body language showed very little interest.
Volume	Voice was loud enough to be heard by all audience members and voice varied throughout the speech.	Voice was loud enough to be heard by all audience members and voice varied most of the time.	Voice was loud enough to be heard by all audience members and voice varied about half of the time.	Voice was often too soft to be heard by all audience members and/or voice did not vary.