

Sample Checklist For Visual Aspects Of Oral Communication

Speaker's Name: _____ Date: _____

Check superior, average, or weak column for rating in general. Circle specific sub-point applying to individual case.

	Superior	Average	Weak	
Attitude Toward Speech and Audience: • Positive				Attitude Toward Speech and Audience: • Indifferent
Appearance: • Appropriate • Neat				Appearance: • Inappropriate • Sloppy
Posture: • Poised				Posture: • Careless
Movement: • Purposeful				Movement: • Unnecessary
Use of Arms and Hands: • Natural				Use of Arms and Hands: • Distracting
Facial Expression: • Responsive				Facial Expression: • Lifeless
Eye Contact: • Appropriate				Eye Contact: • Inappropriate

Comments:

Note: Some items listed above (e.g., eye contact) can vary across cultures and in accordance with the situation. Teachers should also be aware of second language and dialectical differences that can be present in students' speech, and adapt their assessment instruments accordingly.

(Adapted from Buys, 1974, p. 105)