

Sample Student Learning Log Entry for Oral Reporting

Use the following form after giving a report. The responses can help both you and your teacher decide what you have learned and where you can improve in your reporting abilities.

Name: _____ Date: _____

Name of Report: _____

Purpose/Object of Report:

What I did:

What I learned:

How I could improve my reporting skills:

Teacher Comments:

Sample Peer Assessment for Oral Reports

A rating scale similar to the one below can provide the basis for assessment and discussion following a report.

Name of Reporter: _____ Date: _____

Topic: _____

Name of Student Assessor: _____

Rate the questions on a 5 point scale.

Scale

- 1 = not at all
- 2 = to a small extent
- 3 = to some extent
- 4 = to a considerable extent
- 5 = outstanding, to a large extent

Content

There was a clear and interesting beginning and ending. _____

The report stayed on topic. _____

The report was well organized and carefully prepared. _____

I understood and learned several things from this report, including:

Presentation

The student spoke clearly. _____

The student spoke enthusiastically. _____

The student used a variety of techniques (e.g., overhead projector, blackboard, humour, concrete materials). _____

The student used the time frame effectively. _____

The student was able to deliver the report using brief notes or an outline. _____

(Adapted from Graham and George, 1992, p. 68. Used with permission of Pembroke Publishers.)

Sample Teacher Assessment of Oral Report

Title of Report: _____

Presenter(s): _____

Date: _____

	Needs Improvement				Superior
Content					
Clarity of purpose	1	2	3	4	5
Organization of material	1	2	3	4	5
Sufficient supporting information	1	2	3	4	5
Accuracy of Information	1	2	3	4	5
Presentation					
Vocal impact (volume, clear speech)	1	2	3	4	5
Appropriate nonverbals (gestures, posture)	1	2	3	4	5
Appropriate language	1	2	3	4	5

Comments
