Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

**Speaking Progress Check**

**Chapter 5: Speaking Progress Check Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task conditions**   Topic: Workplace communication   Task: Present information about a task | | | | Name:  Date: |
| **Criteria** | **I met all the requirements** | **I met some of the requirements** | **I did not meet any of the requirements** | **How can I improve?** |
| You had 3 clear parts in your presentation. |  |  |  |  |
| In the introduction, you   introduced yourself   introduced the topic   listed the points you were going to speak about. |  |  |  |  |
| In the body, you   explained the points in the same order as in the introduction   used signal words to move from one point to another. |  |  |  |  |
| In the conclusion, you   restated the purpose of the presentation   briefly went over the main points   thanked the audience. |  |  |  |  |
| You maintained appropriate eye contact throughout. |  |  |  |  |

**In the Workplace**

An Intermediate Integrated Skills Textbook



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