

## ORAL COMMUNICATION EVALUATION FORM

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CLASS:** Accounting 499

	ADMIRABLE	ACCEPTABLE	AMATEUR
<b>PROFESSIONAL DRESS AND FIRM RESEARCH:</b>  RATING: _____	Professionally dressed and groomed; poised and confident appearance; seemed knowledgeable about the firm.	Some items of dress and/or grooming were distracting; generally seemed to have an adequate knowledge of the firm.	Dress and/or grooming were unprofessional; little or no knowledge of the firm.
<b>COHERENCE AND ORGANIZATION:</b>  RATING: _____	Responses and ideas presented In a complete, clear, logical manner; smooth transitions from question to question.	Responses and ideas are loosely connected; lacks clear transitions; flow and organization are sometimes choppy.	Responses are incomplete, awkward, or unclear; choppy and disjointed; does not flow.
<b>DELIVERY:</b>  RATING: _____	Clear articulation, proper volume; steady rate; free of errors in grammar; good posture and eye contact; enthusiastic and confident.	Generally clear articulation, but some mumbling and pauses; little or no expression; some grammatical and related errors; limited difficulties with posture, eye contact, and confidence.	Inaudible or too loud; rate too slow or too fast; seemed uninterested or used monotone; persistent grammatical errors; poor posture; no eye contact; a general lack of confidence.
<b>OVERALL RATING:</b>  _____			