**Speaking: Workshop/ Seminar Presentation – ELA B30 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Fully meeting expectations, with enriched understanding (EU)** | **Fully meeting grade level expectations (FM)** | **Mostly meeting grade level expectations (MM)** | **Not yet meeting grade level expectations (NY)** |
| **Message/Meaning** | **Present purpose clearly** | In items you contribute, you clearly, concisely and interestingly present the purpose of your portion. You clearly have developed an understanding of your item prior to the meeting and can share your knowledge with others. Further, you creatively ensure an atmosphere of trust between all group members. | In items you contribute, you present the purpose of your contribution clearly. Background is provided in order to ensure strong learning and time is made for all group members to know each other. | In items you contribute, you present some of the background and context of your item. Spend more time researching and developing your items before the meeting and designing ways for group member to get to know each other. | You are having trouble presenting the purpose of your item, when it comes time to share. Remember that much of a person’s confidence during a meeting comes from strong preparation ahead of time. Be sure you choose something to share that is meaningful and about which you have done some research. How can you introduce group members to each other? |
| **Organization and Coherence** | **Preparation**  | You have taken a strong leadership role in preparing for the workshop. You have encouraged collective attention to all aspects of the objectives and agenda and have ensured that the work and contribution is well-distributed and the results will be collectively beneficial. You are clearly aware of the participants and their needs and have selected a presentation format, method and venue that ensures a highly successful workshop. | You have contributed to the objectives and agenda of the meeting, considering all parts of a workshop (appropriate format, presentation method and venue) and ensuring they will all be addressed by you or someone else. You have the participant list, assessed their prior understanding and are ready for the meeting. | You have contributed some aspects to preparation for the workshop. Be sure you understand all parts of a workshop and are part of role assignment and discussion clarification. Be well prepared ahead of time for your own contributions. Ensure you are familiar with your audience and the various options available (venue, format, method) so you can make the strongest choices possible. | You are having trouble preparing for a workshop. Are you clear about contributions you can make? Do you understand what happens in each part of a workshop? How can you ready yourself to be a strong member of a meeting? Do you understand you audience and their needs? What are the formats and methods available? How can you make choices that support your purpose? |
| **Information and resources** | You provide relevant, practical and engaging information and resources for your participants. You clearly understand the needs of your audience and the pieces that would be most beneficial to share. | You provide relevant and practical information and resources for your participants.  | You have considered some information and resources for your participants. Think about the quality of handouts and the necessity. | You are having trouble providing appropriate information and resources for your audience. Why do we hand out certain information? How do we know when we haven’t given too much? |
| **Closure** | Your closure was very strong, leaving the audience with clarity of your purpose and how it is part of a bigger picture. You have creatively seeked feedback and responded to questions confidently and accurately. | You have effectively summarized the session and both asked for and responded to feedback and/ or questions. | You provided a summary of your session. Consider how your information is part of a bigger picture. Leave your audience of an understanding of why the session mattered. Be prepared to ask for and answer questions. | You had difficulty bringing strong closure to your session. How does your topic fit into a bigger picture? Why is it important? What do you want your participants to take away from your workshop? How can you encourage questions? |
| **Effective interaction skills and strategies** | You show well-develop group skills and strategies for interaction and problem-solving. You attend to your own role in the larger group process and help others to do the same. You take responsibility for building on understanding in order to meet your purpose. You work very effectively in group situations, clarifying structure and flexibility depending on the need. You act confidently and ethically and encourage the same in others. | You plan for and encourage effective group interaction and problem-solving skills and strategies. You adjust to your role, clarify your purpose and consistently build on ideas in order to meet your goal. There is structure to your contributions but also appropriate flexibility. You act confidently and ethically. | With some reminders, you show some effective group skills and strategies. Review all strategies that contribute to good group discussion. How can you ensure you do this all the time and without reminders? Would writing it down help? How can you show confidence and ethical problem-solving? | You are having trouble showing effective group skills and strategies. Why do we work in groups? Why is discussion with others valuable? What are the skills necessary for meeting a purpose within a group? What strategies are you comfortable using? Can we look at this together? |
| **Style and Language Choices** | **Technology** | You have selected and used appropriate technology suitable for your audience and purpose. You used technology to enhance both your planning and your workshop. Your technology selection was well-considered. | You have selected and used appropriate technology suitable for your audience and purpose. Technology was part of both your planning and your message delivery.  | You have selected and used some appropriate technology for your workshop. Consider taking some risks and trying new technology in both your planning and presenting. | You are having trouble selecting and using technology. What is preventing you from doing this? Do you need access? Support? Work with me to come to some solutions. |

**Feedback:**