

ORAL COMMUNICATION NOTE TAKING TEMPLATE

FEATURES OF QUALITY FOR ORAL COMMUNICATION	NOTES
<p>Exceptional</p> <p>The student's communication is remarkable for its fluency and its control of material used.</p> <p>The communication is imaginatively shaped to a very clear purpose.</p> <p>The student's engagement with the audience/listener is compelling and sustained.</p>	<p>Communication and subject knowledge/materials used</p> <p>remarkable fluency and control of material used</p> <p>clear and convincing and material very well chosen</p> <p>clear & convincing for the most part and shows knowledge of subject</p> <p>unconvincing although some knowledge shown</p>
<p>Above expectations</p> <p>The student's communication is clear and convincing, and material has been very well chosen.</p> <p>Communication is fully shaped to its intended purpose.</p> <p>Engagement with the audience/listener is highly effective.</p>	<p>Purpose – shaping of communication</p> <p>imaginatively shaped to a very clear purpose</p> <p>fully shaped to intended purpose</p> <p>shaped to a purpose</p> <p>purpose often unclear</p>
<p>In line with expectations</p> <p>Communication is clear and convincing for the most part, showing knowledge of the subject of the communication.</p> <p>Communication is shaped to a purpose.</p> <p>Engagement with the audience/listener is reasonably well sustained.</p>	
<p>Yet to meet expectations</p> <p>Communication is unconvincing although some knowledge of the subject of the communication is shown.</p> <p>The purpose of the communication is often unclear.</p> <p>Engagement with the audience/listener is haphazard or poorly sustained.</p>	<p>Engagement with audience/listener</p> <p>compelling and sustained</p> <p>highly effective</p> <p>reasonably well sustained</p> <p>haphazard or poorly sustained</p>
<p>LEVEL OF ACHIEVEMENT - best fit, on balance judgement:</p>	

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