

Appendix 5

Observation Guide for Oral Communication Skills Assessment Test

I. Verbal cues to look out for:

- A. Content: Was the speaker able to introduce, explain and reiterate the important details of the text immediately or did he/she ramble and beat around the bush? Was the speaker confident about the organizational pattern of his demo?
- B. Language: Did the speaker look comfortable with the language used? Was the grammar flawless? Did he/she hesitate at one or several points in terms of grammar, pronunciation and articulation?
- C. Technique: Was the introduction creatively and confidently presented? Was the speaker able to catch the audience's attention in good way? Was the speaker able to put emphasis on the most essential parts?
- D. Delivery: Did the speaker hesitate and buckle at some point in the introduction? Was the nervousness apparent? Was there vocal variety in pitch, tone, intensity and rate, or was the speaker monotonous?

II. Non-verbal cues to look out for:

- A. Posture: How was the speaker's stance? Did he/she look smart and prepared or slacking and unconfident at first glance?
- B. Eye contact: Was the speaker looking at the camera directly as though looking at the audience more often than not?
- C. Sharpness/firmness: Were the hand gestures consistently snappy and sure or awkward?
- D. Movements: Were there distracting mannerisms shown throughout the demo? Was the speaker pacing, dancing, excessive moving at some point?
- E. Facial expression: Were the facial expressions appropriate for the kind of delivery performed? Were they appropriate for the material/topic? Was there a variety of expressions that made the demo interesting?

III. Over-all style and confidence: Did the speaker look confident in the demo? How much of the time was he/she confident? below 50%, 50-60%, 70-90% or 100% of the time? What was his/her unique style?