

ADVOCACY BRIEFING GRADE SHEET

COMPLETED BY STUDENT

NAME OF STUDENT				DATE			
CLASS		SQUADRON		FLIGHT		<input type="checkbox"/> Initial Assignment <input type="checkbox"/> Remake Assignment	
SOURCES	1			2			

COMPLETED BY EVALUATING OFFICER

CONTENT/CONSTRUCTION		U	S		U		S				
	INTRODUCTION	<i>No greeting; failed to introduce self; no position statement; failed to state main points</i>	<i>Greeted audience, introduced self; clearly stated position and main points</i>		0		2				
		U	LS	S	HS	O	U	LS	S	HS	O
	SUPPORT	<i>Argument unclear or unconvincing; inadequate information for either/both main points; slide errors; awkwardly used; inadequate sources (title/date) less than 2 vis aids; less than 2 sources cited</i>	<i>Logical argument; presented information to support position in main points; no slide errors; adequate use of slides; adequate sources (title/date)</i>	<i>Compelling argument; extensive information to support position in main points; outstanding slides; slides used extremely well; skillfully incorporated</i>		0	1	2	3	4	
		U	LS	S	HS	O	U	LS	S	HS	O
	ORGANIZATION	<i>Main points are not related to purpose and each other; organization not clear, lacking or weak transitions; less than 2 main points</i>	<i>Main points basically related to purpose and each other; organization was adequate; used some transitions; adequate number of main points</i>	<i>Skillfully related the main points to the purpose and each other; aided listeners' understanding and retention; used transitions throughout which aided flow and helped listener</i>		0	1	2	3	4	
		U	LS	S	HS	O	U		S		
	CONCLUSION	<i>Failed to state main points; didn't restate position; failed to say "this concludes my briefing, are there any questions"</i>	<i>Stated main points; restated position; concluded by saying "this concludes my briefing, are there any questions"</i>		0		2				
DELIVERY		U	LS	S	HS	O	U	LS	S	HS	O
	VERBAL EXPRESSION	<i>Articulation or pronunciation problems; several vocalized pauses; grammar errors; too soft/loud; monotone; lacked emphasis; no variety; too slow/fast; artificial; lacked confidence</i>	<i>Some articulation or pronunciation problems; some vocalized pauses; good volume; pitch varied, good rate; appropriate emphasis and variety; confident</i>	<i>Good articulation and pronunciation; no vocalized pauses; appropriate volume; spontaneous pitch; varied rate; dynamic emphasis; extremely confident</i>		0	1	2	3	4	
		U	LS	S	HS	O	U	LS	S	HS	O
	MOVEMENT	<i>Inappropriate movement; rocking, swaying; nervous; consistently gripped or leaned on lectern; mechanical</i>	<i>Stayed behind lectern; purposeful; coordinated with dialogue; natural</i>	<i>Stayed behind lectern and used powerful movement to aid presentation; captured attention or added emphasis; appeared comfortable</i>		0	1	2	3	4	
		U	LS	S	HS	O	U	LS	S	HS	O
	GESTURES	<i>Inappropriate gestures; planned or mechanical gestures, or lack of gestures; "dead pan" or overly contorted expression hindered presentation</i>	<i>Some appropriate gestures; aided presentation; appropriate facial expression</i>	<i>Gestures appeared natural and spontaneous; consistently supported verbal message with hand and arm gestures and good facial expression</i>		0	1	2	3	4	
		U	LS	S	HS	O	U	LS	S	HS	O
	EYE CONTACT	<i>Missing or partial eye contact; looked over heads, looked down or ignored listeners, darted, stared; focused on visual-aids or notes</i>	<i>Inclusion of most listeners; occasional reference to notes, evenly distributed</i>	<i>Direct and impartial eye contact throughout; no distracting reference to notes (exception--quotes); aided delivery and enhanced credibility</i>		0	1	2	3	4	

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

MANDATORY REQUIREMENTS		U	S	OVERALL GRADE				
TIME _____ : _____ (5 - 9 minutes)				U	LS	S	HS	O*
EXTEMPORANEOUS (Planned in advance, but presented in a direct, spontaneous manner. Not manuscripted or memorized.)				0-6	7-11	12-20	21-24	25-28
PROFESSIONAL CONDUCT (Prepared, appropriate comments/language, maintained composure)								
MET OBJECTIVE (Presented a logical argument to support position.)								
EVALUATING OFFICER COMMENTS * To obtain an overall "O," the total points must include a "S" in both INTRO and CONCLUSION								
EVALUATING OFFICER SIGNATURE		DATE	REVIEWING OFFICER SIGNATURE (If Required)			DATE		
EVALUATING OFFICER SIGNATURE BLOCK			REVIEWING OFFICER SIGNATURE BLOCK (If Required)					
I have read and understand the comments regarding my performance. I do / do not wish to make a written statement.			STUDENT INITIALS				DATE	