

For this Oral Comm quiz, we will do our best to simulate the way that you should be requesting interviews. Use your cell phone to call Mr. Babcock...[omitted for online]...to request an interview.

Before beginning, please let us know who you are trying to contact. We will do our best to pretend to be that person.

When you call, you should be ready to introduce yourself by saying:

- *Hello, my name is... and I'm a student at... My classmates and I are working on a research project about... We were wondering if ... would have some time for an interview...[give some option times/dates]*
- Ask if they would like a copy or sample of the questions you will be asking in advance of the interview.
- If they accept, be sure to leave your contact information (phone number, etc) in case they need to change or cancel the appointment. Also, ask where you should meet, etc.
- If they deny (they don't have to accept the interview!), ask if they'd feel comfortable doing a phone or email interview instead. If they again deny, be sure to politely ask if they have suggestions on other people you could talk to instead.

When you go to the interview, dress well and arrive at least five minutes early. Bring two copies of your interview questions – one for your interviewee and one for your own note taking.

PRESENTER: \_\_\_\_\_

PROJECT: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_ DATE: \_\_\_\_\_



CRITERIA	UNSATISFACTORY (Below Performance Standards)	PROFICIENT (Minimal Criteria)	ADVANCED (Demonstrates Exceptional Performance)
The Oral Communication categories below will be individual grades, judged by our panelists.			
<b>Vocal Expression</b> Rate and Volume of Speech  Pitch, Articulation and  Pronunciation	<ul style="list-style-type: none"> <li>• Caller was hard to hear or understand</li> <li>• Voice or tone distracted from purpose of presentation</li> <li>• Excessive use of verbal fillers</li> </ul> <p style="text-align: center;">0 ----- 6 ----- 12</p>	<ul style="list-style-type: none"> <li>• Caller was easy to hear and understand</li> <li>• Caller pronounced words clearly, correctly and without verbal fillers (“uh..)</li> <li>• Caller accomplished the call’s goal without compromising his/her composure</li> </ul> <p style="text-align: center;">14 ----- 15 ----- 17</p>	In addition to meeting the PROFICIENT criteria ... <ul style="list-style-type: none"> <li>• Tone was conversational, but with purpose</li> <li>• Voice sounded natural, neither patterned nor monotone</li> <li>• Caller adapted to challenges presented by the</li> </ul> <p style="text-align: center;">18 ----- 19 ----- 20</p>