



SOP PUBLIC SPEAKING

1. Student prepares a presentation and slide with the topic of their interest; related to their department.
2. Teacher divides the class into groups by considering the total number of students in the class. The order of the group to perform is the teacher's discretion.
3. Students and teacher should come **15 minutes EARLIER** before the scheduled time. The students should copy and prepare the PPT slides used for the presentation.

NOTE: *Each student should prepare a laptop for the presentation. All students should **COPY** their PPT in that laptop.*

4. **ALL** students should **COME** in the scheduled test days because they will **SIGN** the Attendance List.
5. Each student will be given 10 - 15 minutes to deliver the presentation.
 - The minimum time is 10 minutes and the maximum time is 15 minutes.
 - There will be ten-seconds additional time. Teacher will give warning (by using eraser) as follows:
 - o Knock once: 10 minutes
 - o Knock twice: 15 minutes
 - o Knock three times: 15 minutes 10 seconds
 - **IF**, after the 3x knock the student hasn't finished the presentation delivery yet, let him/her continue it until the last part. Yet, he/she will have 0 (**ZERO**) in the time management point. (See Rubric)
6. Students are **NOT** allowed to read the text. They are permitted to bring in brief notes on palm cards with 40 words at most on the cards.
7. There is **Question & Answer** session after the student delivering his/her presentation. There will be two questions in minimum (1 question from the student, the other question from the teacher). If the students do not ask, the teacher should give 2 questions for the student.

SCORING CRITERIA OF PRESENTATION DELIVERY

No	Scoring items	Score (max 5)	Total Score
CONTENT			
1	Opening delivered interestingly		
2	Opening introduced purpose and subject of the presentation		
3	Main points were clearly stated and logically arranged		
4	The supporting points were easy to follow and supported by fact or argument		
5	Conclusion was logical and supported the content		
6	Conclusion was short, easy to understand		
DELIVERY			
7	The speaker showed friendliness to the audience		
8	The speaker maintained eye contact with the audience		
9	The speaker's volume of speech was appropriate		
10	The speaker pronunciation was clear and understandable		
11	The speaker's grammar was correct and didn't prevent understanding		
12	The speaker naturally addressed the points and didn't appear to memorize the text/paper		
13	The speaker used notes effectively		
14	The speaker's gesture appeared natural		
15	The student's presentation is between 10 – 15 minutes.		
VISUAL AIDS			
16	Visual aids were well-prepared & covered the main points of the presentation.		
17	Visual aids helped the speaker to communicate ideas		
POST-PRESENTATION			
18	The speaker handled the questions and feedback well		
19	The speaker gave sufficient response upon the questions and feedback		
20	The purpose of the presentation effectively achieved		

Total Score: 5x20 = 100