## Proficiency Target and Common Formative Assessment Planning Sheet

**Course/Subject:** Speech  
**Grade:** 10  
**School Year/Semester:**  
**Teacher(s):**

<table>
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<tr>
<th>Important Learning</th>
<th>Concrete Description of Learning Proficiency</th>
<th>Assessment Form</th>
<th>Elements To Be Tracked</th>
<th>Measure of Learning Proficiency</th>
<th>Schedule</th>
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| Speak with poise and clarity | • Speech has a clear beginning, middle, and end that fit the purpose.  
  • The beginning accurately tells what the speech is about.  
  • The middle gives important, interesting, and relevant details to fill in and support what the speech is about.  
  • Does not include or leave out any details that confuse or misinform the audience.  
  • The end summarizes the point of the speech and pulls it back to the beginning.  
  • The speaker annunciates clearly, at a pace that the audience can follow, and loud enough to be easily understood.  
  • Speaker’s manner is friendly and relaxed.  
  • Speaker makes no distracting gestures or movements, stands upright, and makes eye contact with all parts of the audience.  
  • Speaker is not distracted by noises or audience behavior.  
  • Speaker dresses so that the audience respects him/her and wants to listen.  
  • Speech and speaker make the audience want to say “Good job; I understand what you wanted to tell me.” | 3-5 minute speech for a purpose to a particular audience | Organization  
Annunciation  
Manner  
Effective Communication | Score of 3 on 4 pt rubric | Unit 2 – Informative speech, end of September  
Unit 3 – Demonstration Speech, early November  
Unit 4 – Leading a Meeting, December….. |