**Team Oral Report (TOR)**

**10%**

Students give an informative oral report in appropriate depth and detail on one or two sections of the assigned chapters of the text below. Students also answer questions after the presentation. (4-5 min).

**Due Date & Submission: 7th November 2024 – Word file via email.**

**Topics Assigned:**

Communication in Organizations Interpersonal Communication Interviewing

Small Group Communication

Public Communication

From the above topics, each group must select and prepare a team oral report of maximum 5 minutes presentation to comprehensively cover their observation pertaining to the topic.

**Assessment Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **Structure** | **Weak (1-2)** | **Good (2-3)** | **Excellent (3-5)** |
| **Introduction** | | | |
| ***Greet audience***  20% | * Good morning/afternoon * Hello everybody | * Hello ladies and gentlemen * You are all very welcome to ….. | * Good afternoon esteemed guests * Welcome to todays …… * I would like to take this opportunity to welcome you all to …… * On behalf of \_\_\_\_\_\_ I would like to welcome you to ….. |
| ***Introduce self & subject***  ***30%*** | * My name is \_\_\_\_\_\_\_ and today I will talk about ….. | * I am …… and today I would like to tell you all about/talk to you about….. * The topic for my report is…… | * I’d like to start by introducing myself. My name is \_\_\_\_\_ I am \_\_\_\_\_\_ and I wish to talk to you about ……. * I plan to speak about….. * Today I’m going to talk about…. * The subject of my presentation is….. * I would like to give you an overview of…… |
| ***State purpose***  ***10%*** | * I want to talk about this because …. | * What I would like to do today is ….. * At the end of this report I hope you will… | * I have chosen to speak about this because….. * I have been asked to speak about \_\_\_\_ because ….. * Have you ever heard of? * You may already know…. * Every day you encounter…. * The purpose of my talk today is.. |
| ***Provide outline***  ***20%*** |  |  | * To illustrate... * To give you the essential background information on... * To outline... * To have a look at... * What I want my listeners to get out of my speech is... * If there is one thing I'd like to get across to you today it is that*…* * What I would like to do today is to explain * In the first part I give a few basic definitions. * In the next section I will explain * In part three, I am going to show... * In the last part I would like/want to give a practical example... |
| **Conclusion**  20% | * Thank you for listening * I hope you enjoyed my report | * Thank you for your attention * To summarise…. * In conclusion…. | * I'd like to summarize/sum up * Let me summarise by saying… * So that concludes my …. * At this stage I would like to run through/over the main points... * So, as we have seen today.... * As I have tried to explain .... * In conclusion I would like to say that... * My final comments concern... * I would like to finish by reminding everyone that... |

Remarks: