

State Officers,

I spoke with you at our Executive Council Meeting about my desires when it comes to your workshops. I was looking at the National STAR Events Teach and Train Rubric for the Junior Division to come up with a way to help you understand what I'm looking for.

Following are the pieces that apply to what you are trying to do. I told you I'd like to see the following pieces in your workshop:

An introduction describing what you will be teaching us,
 the lesson-teach us what you'd like us to learn,
 the reinforcing activity and

the conclusion which reminds us what you planned to teach us, what we learned through your lecture and activity and how this new information makes a difference in our future.

I've modified pieces from the Teach & Train STAR Event rubric to be used as we listen to your Purpose workshop.

Concept: What do you want audience to know when they have participated in your workshop?

	0	Poor 1	Fair 2	Good 3	Very Good 4	Excellent 5	Total
Workshop Plan: Planning	Shows no evidence of advance planning	Shows evidence of some advance planning and consideration for audience members	Shows evidence of advance planning, consideration of audience members and has a short introduction and activity	Shows evidence of advance planning, consideration of audience members, has a short introduction, an activity and a short conclusion	Shows evidence of advance planning, consideration of audience members, has a through introduction, an activity that supports the concept of the workshop and has a thorough conclusion	Shows evidence of advance planning, consideration of audience members, has a through introduction, an activity that supports the concept of the workshop and has a thorough conclusion, is very engaging to audience and audience understands intent	
Time	Is finished in 5 minutes or less or 33 or more minutes	Is finished in 6-8 minutes or less or 30 - 32 minutes	Is finished in 9 -11 minutes or less or 27 -29 minutes	Is finished in 11-12 minutes or less or 24 -26 minutes	Is finished in 13 – 14 minutes or 20 – 23 minutes	Is finished in 15-20 minutes	
Workshop Plan: Activity	No activity planned	The activity is not related to the concept	The activity is related to the concept, and is creative and interesting	The activity is related to the concept, is creative and interesting, and enhances the quality of the workshop	The activity is related to the concept, is creative and interesting, enhances the quality of the workshop and most audience members would benefit from the activity	The activity is related to the concept, is creative, interesting and enhances the quality of the workshop. All audience members would benefit from the activity	
Workshop Appearance of Worksheet (Worksheet is not required, but if used)	Worksheet is illegible and unorganized		Worksheet is neat, but contains grammatical or spelling errors and is organized poorly		Worksheet is neat, legible, and professional, with correct grammar and spelling	Worksheet is neat, legible, and professional, with correct grammar and spelling as well as effective organization	

		Poor	Fair	Good	Very Good	Excellent	
	0	1	2	3	4	5	Total
Workshop Oral Presentation	Presentation is not done		Presentation is very brief and audience is left unsure of the concept that was assigned		Presentation covers the concept completely but does not flow well	Presentation covers the concept with seamless and logical delivery	
Workshop Knowledge of Subject Matter	Little or no evidence of understanding of the concept		Some evidence of understanding of the concept		Understanding of the concept is clearly evident and shared at times in the presentation	Understanding of the concept is clearly evident and is incorporated throughout the presentation	
Voice-Pitch Tempo, volume	No voice qualities are used effectively		Voice quality is adequate		Voice quality is good, but can improve	Voice quality is outstanding and pleasing to listen to	
Body Language	Body Language shows nervousness and unease; inappropriate clothing is worn		Body Language shows minimal amount of nervousness; clothing is appropriate		Body language is good and clothing is professional	Body language and clothing both enhance the presentation	
Grammar/ Word Usage/ Punctuation	Extensive (more than 5) grammatical and/or pronunciation errors	Some (3-5) grammatical and/or pronunciation errors	Few (1-2) grammatical and/or pronunciation errors			Presentation has no grammatical or pronunciation errors	
Nervous actions (list obvious items)	10 or more ums, touching hair, fidgeting, etc.	5-9 ums, touching hair, fidgeting, etc.	1-4 ums, touching hair, fidgeting, etc.			No nervous actions that took away from the presentation	
Response to evaluators questions	Did not answer any of evaluators' questions	Did not answer most of evaluators' questions	Did not answer two of evaluators' questions	Responded to all questions posed by evaluators'	Gave appropriate answers to all questions posed by evaluators'	Responses to questions were appropriate and given without hesitation	
				0-43 points – Bronze Needs more attention to planning	44-49 points – Good job	50 – 55 points – Great job!	Total Score /55

Positive Suggestions: _____
