

The outline portion of this assignment is worth 50 points. A minor issue (m) will reduce the grade by 2 points. Major issues or multiple minor issues (M) reduce it by 5 points.

M	m	Objective
		Professional
		Submitted at least two class meetings prior to the presentation.
		Written using a consistent, professional, 12 point font.
		Outline is double-spaced.
		Entries in the body are indented effectively and consistently.
		Entries in the outline are numbered effectively and consistently.
		Entries are free of distracting spelling or grammar errors.
		Topic Fit
		Topic meets assignment objectives.
		Topic is appropriate for the environment.
		Topic is compelling and interesting for the target audience.
		Introduction
		Attention Getter is present, effective, and placed first.
		Relevance effectively connects the topic to this specific audience.
		Credibility effectively shows speaker's expertise.
		Thesis Statement is clearly stated.
		Overview effectively previews main points (and only main points).
		Support
		Main points are claims which support the thesis statement
		Supporting points are evidence that supports main points.
		Citations present for all supporting points.
		Initial oral citations contain all necessary information.
		Evidence for each main point is diverse in type.
		Evidence for each main point is diverse in form.
		Evidence for each main point is diverse in source.
		Entries display parallelism, coordination, subordination, & division.
		Organization
		Main Points are clearly and consistently organized.
		Transitions are all present and effective.
		Directional transitions are used between main points.
		Conclusion
		(Optional) Summary effectively reviews main points (only).
		Thesis is clearly restated.
		Clincher is present, effective, and placed last.
		References
		References are present for all citations.
		References have all information for APA format.
		References are listed in APA format.
		References are listed in alphabetical order.
