

BRIEFING EVALUATION SHEET															
COMPLETED BY STUDENT															
NAME OF STUDENT			DATE		TOPIC			TYPE OF BRIEFING:							
CLASS		SQUADRON			FLIGHT/CHALK			Advocacy <input type="checkbox"/> Informative <input type="checkbox"/>							
SOURCES	1		2			3									
COMPLETED BY EVALUATING OFFICER															
CONTENT	INTRODUCTION	U	LS	S	HS	O	U	LS	S	HS	O				
		No greeting is given; Greeting of the day is not used; Did not introduce self; Did not state/incorrectly stated main topic/position; Missed point/did not laundry list main points					Greeted evaluating officer OR audience; Used incorrect greeting of the day; Topic/position not clearly stated; Expanded on 1-2 main points or laundry listed all main points					Greeted evaluating officer AND audience; Introduced self; (For Info: Topic clearly stated); (For Advo: Topic AND position clearly stated); Expanded on all main points			
	BODY	U	LS	S	HS	O	U	LS	S	HS	O				
		Less than 3 MPs; Little or no info given; Incorrect level of detail for all main points; Inaccurate info given; (For Advo: Argument unclear/unconvincing; Reasons given do not support position; Conclusion did not follow reasons or did not match stated position; Did not recognize counter-arguments)					Some information given; Appropriate level of detail for 1-2 main points; (For Advo: Argument was apparent but not convincing; Some reasons given support position; Recognized counter-arguments but did not refute)					3 (Advo: or more) MPs used; All MPs had robust info; Appropriate level of detail given for every main point; (For Advo: Argument was strong, clear and compelling; All reasons given support position; Conclusion followed reasons and matched stated position; Refuted counter-arguments effectively)			
	REFERENCES	U	LS	S	HS	O	U	LS	S	HS	O				
		Less than 3 credible sources referenced; No sources were relevant/current; Did not verbally reference any sources; Did not cite in-text notes as superscript numbers; Did not use end note citations on final slide; Did not cite sources IAW AU Style Guide; End note numbering did not match top of this form					Verbally referenced 1-2 sources; some sources were relevant/current; Referenced some sources IAW AU Style Guide; Some sources cited as end notes on final slide					3 or more credible sources referenced; All sources were relevant/current; Verbally referenced 3 or more sources with author or organization AND title stated; Cited all sources IAW AU Style Guide; Cited all in-text sources using note format; Cited all sources as end notes on final slide; End note numbering matched top of this form			
	SUMMARY	U	LS	S	HS	O	U	LS	S	HS	O				
		Did not state topic/position or stated wrong topic/position; Missed point/did not laundry list main points; Rebriefed main points; Introduced new information; Did not use formal conclusion					Topic/position not clearly stated (For Advo: Stated topic but not position); Briefly expanded on some main points and/or laundry listed main points; Incorrectly stated or stated some of formal conclusion					Stated main topic; Briefly expanded on all main points; Correctly stated, "This concludes my briefing. Are there any questions?"			
	DELIVERY	VERBAL EXPRESSION	U	LS	S	HS	O	U	LS	S	HS	O			
			Significant problems with articulation/pronunciation; Excessive number of distracting vocalized pauses or filler words; Poor word choice; Used any incorrect spoken grammar that distracted from presentation or credibility; Spoke too loudly or softly; Monotone voice inflection; Rate consistently too slow or fast; Did not come across as sincere; Sounded unconfident					Minor problems with articulation and pronunciation; Some distracting vocalized pauses or filler words; Some voice inflection; Rate too fast or slow at times; Wavering vocal confidence					Good articulation and correct pronunciation; Few or no vocalized pauses; Appropriate word choice; Used correct spoken grammar; Appropriate volume; Appropriate voice inflection; Appropriate, varied rate throughout; Dynamic emphasis; Came across as sincere; sounded confident throughout		
MOVEMENT/ GESTURES/ ANIMATION		U	LS	S	HS	O	U	LS	S	HS	O				
		Movement or lack of movement distracted from presentation; Appeared unnatural or uncomfortable; Used no or poor/forced gestures; Gestures distracted from presentation; Deadpan or overly exaggerated expression; Appeared unconfident; Unprofessional appearance					Movement coordinated with presentation; Appeared unnatural or uncomfortable at times; Used some appropriate gestures; Some gestures aided presentation; Neutral facial expression; Wavering appearance of confidence					Movement enhanced presentation; Appeared natural and comfortable; Used natural gestures appropriately throughout; Gestures captured attention and aided presentation; Varied facial expression enhanced presentation; Appeared confident; Professional appearance			
EYE CONTACT		U	LS	S	HS	O	U	LS	S	HS	O				
		Lacked eye contact/distracting eye contact throughout; Focus on visual aids/notes distracting; Unbalanced eye contact across audience					Some distracting eye contact; Some distracting references to visual aids/notes; Somewhat balanced eye contact across audience					Direct eye contact throughout; No distracting reference to visual aids/notes (exception: quotes); Balanced evenly across audience; Eye contact enhanced delivery and credibility			
ORGANIZATION	CLARITY	U	LS	S	HS	O	U	LS	S	HS	O				
		Main points not related to purpose or each other; Content order was not logical and distracted from flow; Missed any transition(s) between MPs; Inappropriate time on each MP					Organization and flow of information was adequate; Creative or mechanical transitions between all main points					Skillfully related the MPs to purpose/each other; Organization aided audience's understanding and retention; Creative transitions between all MPs; Appropriate time on each MP			
	SLIDES	U	LS	S	HS	O	U	LS	S	HS	O				
		Slides distracted from or did not match presentation; Unreadable background and font color combination; Font/font size unreadable or unprofessional; No pictures or graphics used; Pictures or graphics unrelated to content; Poor quality graphics/images; Major errors on slides; Distracting animations; Most or all slides empty or crowded; Wordy bullets					Slides aided presentation; Some readability issues with background and font color combination; Some readability issues with font/font size; Used some pictures/graphics but all did not enhance presentation; Some errors on slides; Some slides empty or crowded; some bullets concise					Slides effectively enhanced presentation; Readable background and font color combination; Font and font size readable and professional; Graphics/images enhanced presentation; Quality graphics/images used; No errors on slides; Proper amount of information on slides; All bullets concise			

MANDATORY REQUIREMENTS (- 21 points for each Unsatisfactory)		U	S
MET OBJECTIVE: <i>Presented information in a factual manner.</i> <i>Informative Brief: did not advocate a position; Advocacy Brief: advocated position</i>			
TIME: <i>5-9 minutes for Info/Advocacy Brief</i>			
ORGANIZATION: <i>Presented information as directed.</i> <i>Informative Briefing: Briefing informed audience on the assigned topic. Briefing followed proper three main point format IAW Briefing Requirements.</i> <i>Advocacy Briefing: Briefing advocated a position or course of action on a topic. Briefing followed proper Pro-Con Plus 1 OR Problem-Solution organizational pattern.</i>			
PREPARED BRIEFING (IAW AFH 33-337) <i>Briefing followed the style of a prepared briefing, per The Tongue and Quill; a prepared briefing is a briefing that is outlined, planned and practiced prior to delivery. However, it is not read from a manuscript or memorized. The speech used when delivering a prepared briefing should be spontaneous and natural.</i>			
PROFESSIONAL CONDUCT <i>Prepared, appropriate comments/language, maintained composure</i>			
OVERALL SCORE			
EVALUATING OFFICER COMMENTS			
EVALUATING OFFICER SIGNATURE		DATE	
RANK/NAME OF EVALUATING OFFICER			
<i>I have read and understand the comments regarding my performance.</i> <i>I do / do not wish to make a written statement.</i>		STUDENT INITIALS	DATE