

# Keyboarding Technique Podcast

Name:

## Peer Assessment Recording Guide

	Mastered	Adequate	Minimal	Inadequate
Content	Speaker clearly demonstrates understand of all 7 techniques & provides a clear description for the listener to assess each point: fingers home row wrists feet back arms device	All 7 techniques are clearly defined & the speaker provides an adequate description for the listener to assess each point: fingers home row wrists feet back arms device	Not all 7 techniques are defined &/or assessment descriptions provided did not allow listener to easily assess each technique: fingers home row wrists feet back arms device	Not all 7 techniques were addressed: fingers home row wrists feet back arms device
Length	2-3 minutes	3-5 minutes	>2 minutes, <5 minutes	>minute, > 6 minutes
Organization	Message is overtly organized. Speaker helps listener understand how to assess techniques.	Message is organized. The listener has no difficulty understanding how to assess techniques.	Organization is confusing & random. Listener must make some assumptions about how to assess	Message is so disorganized listener can't understand most of message.
Delivery	The speaker has edited out 'ahs,' 'uhms' & delivers message in a confident & enthusiastic fashion.	The volume is not too low or too loud. No 'ahs,' 'uhms.'	Rate of speech is too fast or too slow. There are 'ahs,' 'uhms' & long empty spaces.	Volume is so low & rate difficult to follow that listener can't understand most of the message.