Oral Communication Assessment Rubric

Student ____________________  Course: ____________________  Possible Points
Reviewer: ____________________  Date: ____________________  Actual Points
Unacceptable=1  Marginal=2  Acceptable=3  Good=4  Exceptional=5

Organization
1. No structure; impossible to follow talk.  4 .
2. Little structure; difficult to follow presentation.  8 .
3. Some structure; some information presented in logical order.  12 .
4. Most information in a logical sequence; fairly easy to follow.  16 .
5. All information in logical and interesting sequence; easily followed.  20 .

Content & Knowledge
1. No grasp of information; unable to answer any questions.  4 .
2. Uncomfortable with information; answers rudimentary questions.  8 .
3. Comfortable with information; answers some questions.  12 .
4. At ease with content; provide elaborate answers to most questions.  16 .
5. Demonstrates full knowledge of subject with complete explanations.  20 .

Visual Aids & Neatness & Style
1. Poor visual aids; do not support presentation; many spelling/grammar errors.  6 .
2. Slides barely support presentation; fewer spelling/grammar errors.  12 .
3. Slides give some support to presentation; no spelling/grammar errors.  18 .
4. Text, figure, tables in slides are large, simple; not copied from report.  24 .
5. Text, figure, tables in slides are complete, large, simple, very easy to read.  30 .

Delivery & Speaking Skill
1. Mumbles, too quiet & monotonous, no eye contact, distracting mannerisms  4 .
2. Poor pronunciation, little eye contact, uneven rate, nervous.  8 .
3. Clear voice, good pronunciation, some eye contact, steady rate.  12 .
4. Clear voice; correct pronunciation, good eye contact, steady rate.  16 .
5. Great eye contact, perfect timing, enthusiastic & confident delivery.  20 .

Presentation Length
1. Too long or too short by 8 minutes  2 .
2. Too long or too short by 6 minutes  4 .
3. Too long or too short by 4 minutes  6 .
4. Too long or too short by 2 minutes  8 .
5. Too long or too short by 0 minutes  10 .

TOTAL= 100 .