

## ASSESSMENT RUBRIC FOR ORAL COMMUNICATION

Dimension □	1 Undeveloped (Unaware, no evidence of exposure)	2 Developing (Some ability, awareness or exposure)	3 Competent (Knowledge or skill level is acceptable)	4 Mastery (Exemplary performance)
	Unsatisfactory		Satisfactory	
<b>O1: Technical Content</b>	<p><u>Depth</u></p> <ul style="list-style-type: none"> <li>No reference to relevant literature, theories, or technical knowledge</li> </ul> <p><u>Accuracy</u></p> <ul style="list-style-type: none"> <li>Presentation is thoroughly riddled with errors and inaccuracies</li> <li>Thoroughly unreliable as source of information</li> </ul>	<p><u>Depth</u></p> <ul style="list-style-type: none"> <li>Explanation or application of theories or concepts are inaccurate or incomplete</li> <li>No attempt to tie theory to practice</li> </ul> <p><u>Accuracy</u></p> <ul style="list-style-type: none"> <li>Knowledgeable listener is distracted by errors and inaccuracies</li> <li>Presentation might be useful if one could determine reliable info</li> </ul>	<p><u>Depth</u></p> <ul style="list-style-type: none"> <li>Explns of concepts &amp; applications of theory or concepts are accurate, only minor problems</li> <li>Some helpful examples are offered</li> </ul> <p><u>Accuracy</u></p> <ul style="list-style-type: none"> <li>No significant errors.</li> <li>Any errors made are the result of nervousness or oversight</li> </ul>	<p><u>Depth</u></p> <ul style="list-style-type: none"> <li>Accurate &amp; complete explanation of main concepts, and theories</li> <li>Applications included to illuminate issues and demonstrate real insight</li> </ul> <p><u>Accuracy</u></p> <ul style="list-style-type: none"> <li>Information included is consistently accurate</li> </ul>
<b>O2: Organization &amp; Structure</b>	<p><u>Introduction</u></p> <ul style="list-style-type: none"> <li>Intro, if present, is brief</li> <li>Topic or purpose of talk is omitted</li> </ul> <p><u>Body</u></p> <ul style="list-style-type: none"> <li>Clearly unorganized, speaker rambles</li> <li>Difficult if not impossible to understand due to shifts in topic</li> </ul> <p><u>Topic Development</u></p> <ul style="list-style-type: none"> <li>Supporting material, if present, is clearly insufficient and/or inappropriate</li> </ul> <p><u>Conclusion</u></p> <ul style="list-style-type: none"> <li>Undeveloped, fails to summarize the talk, poorly connected to body of talk, etc.</li> </ul>	<p><u>Introduction</u></p> <ul style="list-style-type: none"> <li>Introduces topic but does not fully capture attention</li> <li>Purpose not clearly stated</li> <li>Abrupt shift to body</li> </ul> <p><u>Body</u></p> <ul style="list-style-type: none"> <li>Main points, while present, are difficult to identify</li> <li>This lack of organization hinders understanding</li> </ul> <p><u>Topic Development</u></p> <ul style="list-style-type: none"> <li>Some supporting material is inappropriate and/or significantly lacking in development</li> </ul> <p><u>Conclusion</u></p> <ul style="list-style-type: none"> <li>Abrupt and /or inadequate summary of presentation</li> </ul>	<p><u>Introduction</u></p> <ul style="list-style-type: none"> <li>Captures attention</li> <li>Statement of purpose</li> <li>Explicit transition to body</li> </ul> <p><u>Body</u></p> <ul style="list-style-type: none"> <li>Easy to follow but some points may not be completely clear and/or clearly prioritized</li> <li>Main ideas evident but organizational structure may need improvement</li> </ul> <p><u>Topic Development</u></p> <ul style="list-style-type: none"> <li>Supporting material relevant but may be lacking in originality or some minor problems concerning adequate development</li> </ul> <p><u>Conclusion</u></p> <ul style="list-style-type: none"> <li>Summarizes talk clearly</li> <li>Presents final thoughts or suggestions</li> </ul>	<p><u>Introduction</u></p> <ul style="list-style-type: none"> <li>Creatively captures attention</li> <li>Clear statement of purpose</li> <li>Smooth transition</li> </ul> <p><u>Body</u></p> <ul style="list-style-type: none"> <li>Makes main points clear (e.g., defining a problem, methods for solving, results, etc.)</li> <li>Logically organized, fully prioritized, clear, and easy to understand</li> </ul> <p><u>Topic Development</u></p> <ul style="list-style-type: none"> <li>Pts. emphasized in proportion to import.</li> <li>Supporting material is original, logical, and relevant.</li> </ul> <p><u>Conclusion</u></p> <ul style="list-style-type: none"> <li>Summarizes talk (e.g., relates result to the orig. problem) clearly and concisely</li> <li>Offers memorable final thought or message</li> </ul>
<b>O3 Multimedia</b>	<ul style="list-style-type: none"> <li>No aids are used or if used seriously detract from the message</li> <li>Aids, if used are of consistently poor quality (e.g., too much info, unimportant info highlighted, font too small, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Insufficient</li> <li>Most aids used are superfluous and/or distracting</li> <li>The aids are of inconsistent quality</li> </ul>	<ul style="list-style-type: none"> <li>Multimedia aids are related to the content of presentation and generally enhance message</li> <li>Quality of aids are consistently good</li> </ul>	<ul style="list-style-type: none"> <li>Creative, well integrated, and enhance the message</li> <li>High quality (vivid, simple, complete, easy to comprehend, minor or no errors, font size appropriate, details minimized to highlight main points, etc.)</li> </ul>
<b>Continued</b>				

## ASSESSMENT RUBRIC FOR ORAL COMMUNICATION (Cont.)

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	Unsatisfactory		Satisfactory	
<b>O4: Delivery &amp; Presentation Skills</b>	<u>Verbal</u> <ul style="list-style-type: none"> <li>No pacing or pace interferes w. undrstanding, mumbling, serious mispronunciations, and overall disjointed and/or monotonous pres.</li> </ul> <u>Non-Verbal</u> <ul style="list-style-type: none"> <li>No eye contact</li> <li>Posture terrible and facial expressions inappropriate</li> <li>Gestures and movements excessive and seriously distracting</li> <li>Reading str. from notes</li> </ul>	<u>Verbal</u> <ul style="list-style-type: none"> <li>Uneven rate, unclear and/or trembling voice, mispronunciation of terms, and little or no expression</li> </ul> <u>Non-Verbal</u> <ul style="list-style-type: none"> <li>Little or no eye contact</li> <li>Poor posture</li> <li>Inappropriate facial expressions</li> <li>Gestures and movements distracting</li> <li>Over dependence on notes</li> </ul>	<u>Verbal</u> <ul style="list-style-type: none"> <li>Steady pace, clear voice, minimal pronunciation problems, and stiff presentation or excessively rehearsed.</li> </ul> <u>Non-Verbal</u> <ul style="list-style-type: none"> <li>Some effective eye contact</li> <li>Posture, facial expressions, gestures, and movements do not detract from the presentation</li> </ul>	<u>Verbal</u> <ul style="list-style-type: none"> <li>Pace varies effectively to emphasize points, dynamic voice that enhances message, precise pronunciation of terms, fluid, confident.</li> </ul> <u>Non-Verbal</u> <ul style="list-style-type: none"> <li>Good eye contact</li> <li>Posture and facial expressions indicate confidence/willingness to communicate</li> <li>Gestures and movements enhance overall presentations</li> </ul>
<b>O5: Presentation Length</b>	<u>Time - Exceeded</u> <ul style="list-style-type: none"> <li>Significantly longer than allotted time</li> <li>Too much extraneous information and/or relevant topics overly developed given the time</li> <li>Excess use of time may also be due to delivery problems caused by little or no rehearsal</li> </ul> <u>Time - Underutilized</u> <ul style="list-style-type: none"> <li>Significantly shorter</li> <li>Lacking much essential information for adequate topic development within the given time constraints.</li> <li>Again, problems may be due to lack of rehearsal, e.g. talking too fast.</li> </ul>	<u>Time - Exceeded</u> <ul style="list-style-type: none"> <li>Somewhat longer than allotted time</li> <li>Some extra information included and/or relevant topics developed a little beyond what is necessary</li> <li>Excess use of time may also be due to delivery problems resulting from lack of practice</li> </ul> <u>Time - Underutilized</u> <ul style="list-style-type: none"> <li>Somewhat shorter</li> <li>Missing some essential information for adequate topic development within time constraints</li> <li>Alternatively, time problem may be due to lack of practice.</li> </ul>	<u>On-time</u> <ul style="list-style-type: none"> <li>Minor or no deviations from time limit</li> <li>Problems with over or underdevelopment of topic are minor</li> <li>Some minor, awkward or inappropriate manipulation of delivery to meet time constraints – Examples might include rushing the talk, skipping through slides, etc.</li> </ul>	<u>On-time</u> <ul style="list-style-type: none"> <li>Minor or no deviations from allotted time</li> <li>Topic is appropriately developed in a coherent fashion with essential, relevant information.</li> <li>No awkward manipulation of delivery to meet time constraints of the presentation</li> </ul>
<b>O6: Questions</b>	<ul style="list-style-type: none"> <li>Unable to answer even rudimentary questions</li> </ul>	<ul style="list-style-type: none"> <li>Uncomfortable with information</li> <li>Only able to answer the most basic questions</li> </ul>	<ul style="list-style-type: none"> <li>Comfortable control of content</li> <li>Able to provide some examples, elaboration, and explanations</li> </ul>	<ul style="list-style-type: none"> <li>Clear mastery</li> <li>Capable of answering all questions using appr. examples, explanations, and elaboration</li> <li>No distractions</li> </ul>