Oral Communication Rubric

Presenting Person / Group #_____   **Evaluating Person/Group #_____**

Criteria	Very Poor*	Poor*	Acceptable*	Good*	Excellent*	Score
Introduction	No introduction used	Underdeveloped and / or irrelevant opening statement	Minimal audience engagement evident	Audience engagement; positive response to opening statement / relevant joke	High audience involvement; original, appropriate, and intelligent introduction	
Main Point	No main point evident	Main idea unclear throughout presentation	Generally clear idea; further development needed	Clear topical focus and central issues	Fully developed and organized; well placed within the presentation	
Supporting Material	No supporting material used	Generalized or inappropriate with no topic relevance	Relevant and essential information	Logical, relevant, and credible; complete with examples	Superior display of supporting material well integrated into the presentation	
Transition Points	No transition points used	Incoherent transitions from one point to another	Several subtopics vaguely connected	Prepared subtopics in a logical order	Smooth and natural transitions from one topic to another	
Vocal Delivery	Unintelligible speaking style; very difficult to understand	Inappropriate and / or ineffective articulation or volume	Generally clear delivery; minor articulation problems, such as, but not limited to, slurring or running words together	Effective articulation and volume level	Fluid, well-articulated, and volume-appropriate delivery throughout	
Effective Language	Words or sentences are not understandable or are offensive	Muddled meaning; distracting in sentence structure or word usage	Generally correct language; an occasional sentence structure or grammatical error	Clear word choices and expressions; no grammatical errors	Clear and distinctive words, expressions, and sentence structures; rapt audience attention	
Overall Organization	No organization evident	Ideas not focused or developed; unclear purpose	Main idea evident; however, weak organizational structure	Main idea clear with relevant examples and smooth flow	Clear purpose; exceptionally well organized, developed and supported ideas	
Conclusion	No conclusion	Abrupt, ending without connection to subject	Acceptable work; additional development needed	Satisfying review of highlights	Outstanding topic review; strong sense of closure	

* Very Poor: Does not meet any of the necessary criteria
* Poor: Effort apparent but does not achieve acceptable standards
* Acceptable: Meets basic requirements
* Good: Well-prepared; does very well in a structured presentation
* Excellent: Natural communicator; can talk about the topic with ease

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