

Ramapo College of New Jersey

ww2.ramapo.edu/libfiles/asb/Oral%20Presentation%20Rubric%206-08.pdf

Oral Communication Rubric

TRAIT	Unacceptable	Acceptable	Exemplary	Score
Introduction	No opening statement, or irrelevant statement. Leaves listener wondering where the presentation is headed	Has opening statement relevant to topic, and gives outline of speech. Mostly organized, provides an adequate "road map" for the listener.	Has a clear opening statement that catches audience's interest. Speakers stay focused throughout.	
Transition to Next Speaker	Most speakers abruptly end their sections without introducing next speaker. Looks like "tag team" match.	Transition from speaker to speaker mostly smooth and appropriate.	All speakers summarize main points and provide an appropriate lead in to the next speaker	
Voice quality	Difficult to understand what is being said by most speakers. Voice is too soft, or too loud. Pace is often too quick or too slow.	Most speakers easily understood - appropriate pace and volume.	Excellent delivery by all speakers. Voice modulation, enthusiasm, interest, and confidence effectively displayed by all speakers.	
Mannerisms	Most speakers demonstrate two or more distracting mannerisms.	Most speakers demonstrate one or no distracting mannerisms.	Most speakers use body language effectively to maintain audience's interest.	
Use of media	Entire presentation relies too heavily on slides or notes. Slides contain too much text. Most speakers make little eye contact.	Most speakers look at slides occasionally to keep on track with presentation. Appropriate number of slides.	Slides are used effortlessly to enhance speech. Audience given time to absorb slide content before points are elaborated on.	
Quality of conclusion	Missing or poor conclusion. No summary of points that brought speakers to this conclusion.	Summarizes presentation's main points, and draws conclusions based upon these points.	Goes beyond acceptable" in delivering a conclusion that is very persuasive. "	

