### Oral Communication Rubric

**TRAIT** | **Unacceptable** | **Acceptable** | **Exemplary** | **Score**  
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**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. " |