

Oral Communication Grading Rubric – All Levels

Outcomes	Exemplary	Proficient	Satisfactory	Basic	Unsatisfactory
Formal Outline <ul style="list-style-type: none"> • Handed in before speech • Proper outline format • Includes all pertinent information 	0.4	0.3	0.2	0.1	0
Speaking Outline <ul style="list-style-type: none"> • Used when giving presentation • Proper outline format • Aids student in presenting speech 	0.3	0.25	0.2	0.1	0
Content Area <i>(added by Instructor – including time management)</i>	6.6	5.3	4.8	3.5	0
Introduction <ul style="list-style-type: none"> • Attention getter – first statement • Thesis • Credibility/ goodwill statements • Transition into body 	1.1	0.9	0.8	0.6	0
Body <ul style="list-style-type: none"> • Clear and well supported main points, with fluid transitions 	1.1	0.9	0.7	0.5	0
Conclusion <ul style="list-style-type: none"> • Signaled end of speech • Summarized most important content • Provided definitive final statement 	1.1	0.9	0.8	0.6	0
Verbal Messages <ul style="list-style-type: none"> • Proper usage of voice rate, expressiveness/ pitch, intensity/volume and conversational tone with audience 	1.1	0.9	0.8	0.6	0
Nonverbal Messages <ul style="list-style-type: none"> • Proper nonverbal messages including eye contact, use of note cards, lectern and floor use, physical appearance, facial expressions and gestures 	1.1	0.9	0.8	0.6	0
Technological Component <ul style="list-style-type: none"> • Followed 6 by 6 rule, professional in design, no distractions by way of font, graphics or special effects, fluid and well integrated with spoken word 	1.1	0.9	0.7	0.5	0
Team Option <ul style="list-style-type: none"> • Transitions between members, clearly defined individual roles that resulted in a fluid and well prepared team presentation 					
Documentation <ul style="list-style-type: none"> • Proper style format and citations • Used proper number of sources and citations 	1.1	0.9	0.7	0.5	0