

## Oral Communication Skills – Short Rubric

Date: \_\_\_\_\_

Rater: \_\_\_\_\_

Course: \_\_\_\_\_

Student: \_\_\_\_\_

<b>TRAIT</b>	<b>Unacceptable (U)</b>	<b>Acceptable (A)</b>	<b>Exemplary (E)</b>
<b>Content</b>	Topic is poorly developed or loosely related to the assignment; supporting materials are absent or vague.	Topic is evident and generally meets requirements of the assignment; some supporting materials are incorporated into presentation.	Topic is well developed, supported by relevant materials and fulfills requirements of the assignment.
<b>Organization</b>	Presentation has irrelevant or no opening statement. Speech is disorganized and the speaker often loses focus during the presentation. Conclusion is missing or not tied to the presentation.	Presentation has an opening statement relevant to the topic and is mostly well-organized, although the speaker may occasionally lose focus. Conclusion is adequate and summarizes main points of the presentation.	Presentation has a clear introduction. The speaker stays focused throughout the presentation, and concludes with an effective statement that wraps up the topic well.
<b>Supporting materials</b>	Visuals are not used as needed. Slides are often difficult to follow, have illegible font, and contain too much information or multiple errors.	Visuals are used as needed. Slides are easy to follow although occasionally they may have illegible font, contain too much information or a few errors.	Visuals clearly enhance presentation. Slides contain no errors, information is well-balanced and presentation is easy to follow.
<b>Delivery skills</b>	Speaker is hard to understand, uses unnecessary pauses or filler words, and exhibits problems with voice control, eye contact or posture.	For the most part, speaker appears proficient with language, vocal, eye and physical expression.	Speaker uses appropriate language and demonstrates effective voice control, eye contact and physical demeanor.