Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Prefix, # & Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

CHECKLIST FOR ASSESSMENT SCORE SHEET FOR **ORAL COMMUNICATION**

***Please submit completed rubrics to University College (GSR 2.210) or call X 5191 to arrange for pick up.***

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| --- | --- | --- | --- |
| **Information Clarity and Audience Appropriateness** | | | |
| 🞏 **Excellent** | 🞏 **Acceptable** | 🞏 **Developing** | 🞏 **Unacceptable** |
| * Clearly conveys the purpose and main ideas * Supports claims. * Language is easy to follow and appropriate. | * Occasionally goes off topic * Presents opinions as fact or does not provide support * Language is sometimes hard to follow or not appropriate | * Presentation lacks focus or strays from topic. * Presentation has little support * Language is inappropriate or hard to follow. | * Fails to state purpose /information was irrelevant. * No support * Audience cannot follow the presentation. |

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| --- | --- | --- | --- |
| **Organization** | | | |
| 🞏 **Excellent** | 🞏 **Acceptable** | 🞏 **Developing** | 🞏 **Unacceptable** |
| * Clear & organized * Well sequenced * Cohesive and easy to follow. | * Organization needs clarity, segments not well defined. * Transitions are awkward * Mostly easy to follow with some gaps | * Presentation is poorly organized. * Attempts at transition are unclear. * Presentation is disjointed and hard to follow | * Presentation is disorganized. * No transition statements. * Presentation is haphazard. |

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| --- | --- | --- | --- |
| **Delivery** | | | |
| 🞏 **Excellent** | 🞏 **Acceptable** | 🞏 **Developing** | 🞏 **Unacceptable** |
| * Highly polished * Effective body language. * Energetic, confident, & clear. Student is prepared. * Notes are used effectively. | * Somewhat practiced, but not polished * Body language adds to presentation * Demonstrates preparation but may lack energy * Notes do not distract | * Style needs to be improved * Heavy use of fillers * Body language needs improvement * Student lacks confidence * Delivery unpracticed * Relies too much on notes | * Presentation cannot be understood well * Body language is distracting * Student is not prepared * Notes confuse speaker |

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| **Visual Presentation Aids** | | | |
| 🞏 **Excellent** | 🞏 **Acceptable** | 🞏 **Developing** | 🞏 **Unacceptable** |
| * Visuals are appropriate & well done * Well designed * Visuals add to impact | * Visuals acceptable for topic * Design acceptable but could be improved * Visuals marginally support presentation | * Out of place for the topic * Poorly designed or presented * Visuals do not enhance ideas | * Inappropriate or absent * No effort to relay information * Absent or are a distraction |

**Detailed Rubric Guide**

**Note: Students should not be assessed based on *appearance, clothing, ethnicity, accents or English language difficulties.***

Information Clarity and Appropriateness

**Excellent**

* Presentation clearly conveys the purpose and main ideas Information is relevant to the topic.
* Student supports factual claims with sources cited appropriately. Student does not present opinions as facts.
* Language style or terminology is easy for the audience to follow and understand and is appropriate to the audience.

**Acceptable**

* Occasionally goes off topic away from the point of the presentation
* Student presents opinions as factual claims and/or does not provide support for claims.
* Language style or terminology is sometimes difficult to understand, hard to follow or not appropriate to the topic

**Developing**

* Presentation lacks focus. Student does not clearly state topic or purpose and/or strays from topic or presents irrelevant information.
* Presentation has little support and/or sources are not adequately cited.
* Language style or terminology is inappropriate to the topic. The presentation is hard to follow & understand.

**Unacceptable**

* Fails to state purpose or point of presentation and information was not relevant to the assigned topic.
* No support is provided in the presentation
* Audience cannot follow the point the presentation due to language style or terminology.

**Organization**

**Excellent**

* Format of presentation is clear and organized including a distinct introduction, body, and conclusion.
* Presentation is well sequenced with transition statements appropriately placed.
* Presentation is cohesive and easy to follow.

**Acceptable**

* Organization of presentation needs improvement for clarity and understanding. Introduction, body, and conclusion are not well defined.
* Transition statements are present, but may be awkward
* Presentation is mostly easy to follow with some gaps

Developing

* Presentation is poorly organized. Ideas are scattered & not well developed. The introduction, body, and conclusion are not clearly delineated.
* Attempts at transition statements are unclear.
* Presentation sequence is disjointed making it difficult to follow

Unacceptable

* Presentation is disorganized. Fails to present introduction, body, and conclusion.
* No use of transition statements.
* Presentation feels haphazard or arbitrary

**Delivery**

**Excellent**

* Speech style is highly polished and audible with clear enunciation including appropriate use of volume, pauses, and speed. Vocal fillers are mostly absent (e.g.: like, um, you know, etc.)
* Student’s use of body language is effective. Makes appropriate, natural eye contact with audience, has good posture, uses appropriate gestures, uses lectern or moves about room in a way that adds to the delivery.
* Delivery is energetic, confident, & clear. Student is focused & prepared. Highly polished delivery of presentation. Notes are used effectively.

**Acceptable**

* Speech style is somewhat practiced, but not polished. Improvements should be made to audibility, enunciation of words, volume, pauses, talking speed. Some use of word fillers is present.
* Student’s body language needs some improvement. Makes some eye contact with audience but not enough. Gestures inappropriately or rarely. Movements may distract.
* Delivery demonstrates preparation and practice but needs higher level of energy and enthusiasm. Notes are used, mostly in a way that does not distract.

**Developing**

* Speech style needs to be improved. Volume is inappropriate or ineffective. Student needs much improvement on audibility and enunciation, including volume, pauses, talking speed. Heavy use of word fillers.
* Student makes little eye contact with audience. Does not gesture or does so in a way that distracts.
* Student is unenergetic and unenthusiastic. Although somewhat prepared, delivery does not appear practiced. Relies too much on notes.

**Unacceptable**

* Presentation is too quiet & cannot be heard by audience. Lacks audibility & clear enunciation including volume, pauses, talking speed. Articulation is unprofessional. Use of fillers distracts from presentation.
* No eye contact with audience. Body language is distracting or absent.
* Student is not prepared, lacks confidence. Student is unfocused and easily distracted. Notes are used in a way that distracts.

**Visual Presentation Aids**

**Excellent**

* Visuals are appropriate for topic and presentation (choice to use slides, video, demonstration, etc.)
* Visuals are of high quality, well designed including the appearance, clarity, & audience experience (readable, audible, or visible).
* Visuals are used effectively to support the presentation and add to its impact.

**Acceptable**

* Visuals selected are not the best for the topic of presentation.
* Visuals have an acceptable design, but may need improvement (have clutter, irrelevant material, too much text or information, improved readability.)
* Visuals are present, but do not successfully support or impact the presentation.

**Developing**

* Visuals selected are out of place for the topic or presentation.
* Visuals are clearly intended to improve the presentation, but are poorly designed or presented to the audience.
* Visuals do not enhance ideas

**Unacceptable**

* Visuals selected are inappropriate or absent.
* Visuals do not demonstrate student effort to relay information to audience and may be inappropriate&/or irrelevant to presentation.
* Visuals are absent or are a distraction to the presentation.