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.