

Student's Name: _____
 Date: _____

Evaluator's Name: _____
 Course: _____

Undergraduate Oral Communication Skills Rubric

Performance Area	3: Exceeds Standards	2: Meets Standards	1: Fails to Meet Standards	Score
Organization	Presenter follows logical sequence and provides explanations/elaboration.	Presenter follows logical sequence, but fails to elaborate.	Presenter does not follow logical sequence (jumps around in presentation).	3 2 1
Eye Contact	Presenter seldom returns to notes, maintaining eye contact with audience throughout the presentation.	Presenter maintains eye contact with audience most of the time, but frequently returns to notes.	Presenter reads most or all of report, making little to no eye contact with audience.	3 2 1
Delivery	Presenter speaks clearly and loud enough for all in audience to hear, makes no grammatical errors, and pronounces all terms correctly and precisely.	Presenter's voice is relatively clear, but too low to be heard by those in the back of the room. Presenter makes several major grammatical errors, and mispronounces some terms.	Presenter mumbles, mispronounces terms, and makes serious and persistent grammatical errors throughout presentation. Presenter speaks too quietly to be heard by many in audience.	3 2 1
Conclusion:	Effectively summarizes the presentation and provides a sense of closure.	Provides an adequate summary &/or recommendation that is reasonable given the information/analysis presented.	Weak or no conclusion provided (it is too vague to be of any practical value) or the recommendation is weakly related to the analysis.	3 2 1
Responsiveness: a) Q&A	Addresses all questions in a manner that demonstrates a thorough command of the topic(s) of the presentation.	Presenter demonstrates an ability to address most questions in a thoughtful and effective manner.	Presenter cannot address basic questions about the topic or addresses them in a superficial manner.	3 2 1
b) time	Speaker uses the allotted time effectively. Finishes on time.	Speaker finishes on time but has to rush through last points to finish on time.	Speaker does not finish on time or finishes well before allotted time.	3 2 1
Multimedia Support and Visual Aids: Charts, animation, graphs, handouts, posters, videos, slides, sound	Presentation includes a balanced use of appropriate multimedia that enhances the overall presentation (easy to read, attractive, informative, and error free).	Presentation includes limited multimedia that enhance the overall presentation. Easy to read and informative, but not outstanding.	Presentation includes little or no multimedia or uses it in distracting or ineffective manner (difficult to read, has errors &/or typos, etc.).	3 2 1

Scoring Key:

- _____ Exceeds standards 16 – 18
- _____ Meets standards 11 - 15
- _____ Fails to meet standards ≤ 10