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|  | Oral Communication Rubric  |  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**EVALUATOR (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_ |
| CRITERIA | UNSATISFACTORY(Well-Below Performance Standards) | NEARING PROFICIENCY(Below Performance Standards) |  PROFICIENT(Minimal Criteria) | ADVANCED(Demonstrates Exceptional Performance) |
| Speaking Habits | * Word choice and language detracts from presentation.
* The presenter’s voice is inaudible or unclear. Presenter mispronounces words and/or uses many verbal fillers.
* The presenter uses physical gestures, which distract from the presentation.
* Presentation DOES NOT take the appropriate time (either too short or too long).
 | * Word choice and language was SOMETIMES appropriate for the audience.
* The presenter’s voice is AT TIMES unclear and may mispronounce words and/or use many verbal fillers.
* The presenter uses physical gestures, which MAY distract from the presentation.
* Presentation takes close to the appropriate time (may be slightly too long or too short).
 | * Word choice and language was appropriate for the audience.
* The presenter uses a good speaking voice and pronounces words clearly, correctly, and with few verbal fillers.
* The presenter uses physical gestures, which do not distract from the presentation.
* Presentation takes the appropriate time (neither too long or too short).
 | In addition to meeting the PROFICIENT criteria …* Word choice and language clearly explain advanced concepts in a way that the audience can understand.
* The presenter uses a strong, confident, and clear speaking voice and pronounces words clearly, correctly, and with almost no verbal fillers.
* The presenter uses energetic gestures and facial expressions, which enhance the presentation.
* Presentation was well designed to fit within the time frame.
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| Tools | * If the presenter is using notes, they read directly from the notes and do not look up at the audience.
* Presenter rarely speaks into the microphone. Distortion and volume are distractions.
 | * If the presenter is using notes, they look down at the material often.
* Presenter at times speaks into the microphone. Distortion and/or volume is occasionally a problem.
 | * If the presenter is using notes, they look down at the material sporadically.
* Presenter speaks into the microphone without creating distortion and is aware of volume.
 | In addition to meeting the PROFICIENT criteria …* If the presenter is using notes, they look down at the materially very sparingly and without interruption of speech.
* Presenter is aware of amplification needs at all times and deals with them appropriately.
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| Audience Engagement | * The presenter DOES NOT look at the audience.
* The presenter maintains little to no eye contact with the audience.
* Questions are not fielded.
* Presenter loses focus when distracted by audience or external interruptions and never regains it.
 | * The presenter AT TIMES speaks directly to the audience.
* The presenter AT TIMES maintains partial eye contact with the audience.
* Questions are not fielded confidently.
* Presenter is AT TIMES distracted by audience or external interruptions but regains focus.
 | * The presenter speaks directly to the audience.
* The presenter maintains partial eye contact with the audience.
* Questions are fielded confidently.
* Presenter attempts to engage or refocus audience beyond internal or external distractions.
 | In addition to meeting the PROFICIENT criteria…* The presenter speaks directly to and engages the audience.
* The presenter maintains eye contact with the audience.
* Questions are fielded confidently AND audience feedback is sought.
* Presenter is not distracted by audience or external interruptions.
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**COMMENTS:**