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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:**