**Undergraduate Oral Communication Skills Rubric**

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| **Performance Area** | **2: Exceeds Standards** | **1 : Meets Standards** | **0 : Fails to Meet Standards** | **Score** |
| **Organization of Ideas:** | 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). | 2 1 0 |
| **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. | 1 .5 0 |
| **Effectiveness of Delivery:** | Presenter speaks clearly in the English Language 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. | 2 1 0 |
| **Responsiveness:**  a) Q&A  b) time | Addresses all questions in a manner that demonstrates a thorough command of the topic(s) of the presentation.  Speaker uses the allotted time effectively. Finishes on time. | Presenter demonstrates an ability to address most questions in a thoughtful and effective manner.  Speaker finishes on time but has to rush through last points to finish on time. | Presenter cannot address basic questions about the topic or addresses them in a superficial manner.  Speaker does not finish on time or finishes well before allotted time. | 1 .5 0  1 .5 0 |
| **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 multi-media 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.). | 2 1 0 |