**Undergraduate Oral Communication Skills Rubric**

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| **Performance Area** | **3: Exceeds Standards** | **2: Meets Standards** | **1: Fails to Meet Standards** | **Score** |
| **Organizing the 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). | 3 2 1 |
| **Student confidence** | Presenter seldom returns to notes ; 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 |
| **Body language & eye contact Eye Contact:** | Presenter is 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 |
| **Effective delivery** |  |  |  |  |
| **Attractiveness to Audiences** | Audience effectively participates in the presentation, full attention to the Presenter | Audience provides the Presenter with an adequate attention also reasonable participation had delivered | Weak or no attention provided to the Presenter, also no participation had been delivered | 3 2 1 |
| **Responsiveness**  ( 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 |
| **Time managing** | 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 |  |
| **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.). | 3 2 1 |

**Scoring Key:** \_\_\_\_ Exceeds standards = 16 – 18 \_\_\_\_ Meets standards = 11 - 15 \_\_\_\_ Fails to meet standards ≤ 10