

### Oral Communication Grading Rubric\*

	1	2	3	4	Points assigned
<b>Organization</b>	Audience cannot understand presentation because of poor organization; introduction is undeveloped or irrelevant; main points and conclusion are unclear;	Audience has difficulty following presentation because of some abrupt jumps; some of the main points are unclear or not sufficiently stressed;	Satisfactory organization; clear introduction; main points are well-stated, even if some transitions are somewhat sudden; clear conclusion;	Superb organization; clear introduction; main points well-stated and argued, with each leading to the next point of the talk; clear summary and conclusion.	
<b>Mechanics</b>	Slides seem to have been cut and pasted together haphazardly at the last minute; numerous mistakes; speaker not always sure what is coming next;	Boring slides; no glaring mistakes but no real effort made into creating truly effective slides;	Generally good set of slides; conveys the main points well;	Very creative slides; carefully thought out to bring out both the main points as well as the subtle issues while keeping the audience interested.	
<b>Delivery</b>	Mumbles the words, audience members in the back can't hear anything; too many filler words; distracting gestures;	Low voice, occasionally inaudible; some distracting filler words and gestures; articulation mostly, but not always, clear;	Clear voice, generally effective delivery; minimal distracting gestures, etc., but somewhat monotone;	Natural, confident delivery that does not just convey the message but enhances it; excellent use of volume, pace etc.	
<b>Relating to audience</b>	Reads most of the presentation from the slides or notes with no eye contact with audience members; seems unaware of audience reactions;	Occasional eye contact with audience but mostly reads the presentation; some awareness of at least a portion of the audience; only brief responses to audience questions;	Generally aware of the audience reactions; maintains good eye contact when speaking and when answering questions;	Keeps the audience engaged throughout the presentation; modifies material on-the-fly based on audience questions and comments; keenly aware of audience reactions.	
<b>Total:</b>					

\*<http://www.cse.ohio-state.edu/~neelam/abet/DIRASSMNT/oralPresRubric.html>