

University of Southern Mississippi Oral Communication Rubric

Student Name: _____

Student ID: _____ Date: _____

Course #: _____ Section #: _____

Presentation Title/Topic: _____

Criteria	1 – Unacceptable	2 – Minimally Acceptable	3 - Proficient	4 - Advanced	Score
Content	Central idea/purpose is not stated; content is erroneous or irrelevant; support for assertions is largely absent.	Central idea/purpose is stated; content is accurate but not always relevant; support is offered but inadequate for some assertions.	Central idea/purpose is clearly stated; content is accurate and relevant; credible support is provided for each assertion.	Central idea/purpose is vividly stated; content is accurate, thorough, and directly on point; strong support is provided for each assertion.	Score: _____
Organization (Intro, Body, Conclusion)	Little or no structure present. Presentation is confusing to the audience; no logical sequence of ideas; frequently off topic.	Identifiable structure is present but inconsistently executed; may contain several statements out of place and occasionally deviate from topic.	Identifiable structure is present and consistently executed with few statements out of place.	Identifiable structure is presented in a purposeful, interesting, and effective sequence and remains focused.	Score: _____
Language	Grammar, pronunciation, and/or word choice are severely deficient.	Isolated errors in grammar, pronunciation, and/or word choice reduce clarity and credibility.	Presentation is free of serious errors in grammar, pronunciation, and/or word usage.	Presentation is free of errors in grammar and pronunciation; word choice aids clarity and vividness.	Score: _____
Adaptation to Audience and Context	Content and/or style are frequently inappropriate to the audience and/or context. Presentation falls well outside set time parameters.	Content and/or style are occasionally inappropriate to the audience and/or context. Presentation falls slightly outside set time parameters.	Content and/or style are consistently appropriate to the audience, and/or context. Presentation meets set time parameters.	Content and/or style are consistently appropriate and targeted to audience and context. Presentation makes full, effective use of time and stays within time parameters.	Score: _____
Vocal Delivery	Vocal delivery is too soft to hear, too fast to understand and/or long, unintended silences and speech disruptions (repetitions; filled pauses, e.g., "um") frequently distract audience	Vocal delivery is audible. Rate, volume, or speech disruptions only occasionally distract from audience comprehension.	Vocal delivery is clear and distinct. Rate, volume, and tone facilitate audience comprehension.	Vocal delivery is varied and dynamic. Speech rate, volume, and tone enhance listener interest and understanding.	Score: _____
Nonverbal Delivery	Eye contact, posture, attire, gestures, movement, and/or facial expressions are inappropriate and significantly distracting.	Eye contact, posture, attire, gestures, movement, and facial expressions neither enhance nor hinder effectiveness significantly.	Some but not all of the following apply: Eye contact, posture, attire, gestures, movement or facial expressions enhance the presentation.	Most or all of the following apply: Eye contact, posture, attire, gestures, movement or facial expressions enhance the presentation.	Score: _____

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Other OPTIONAL Presentation Criteria

Audio-Visual Aids	<input type="checkbox"/> Contain errors in grammar and/or spelling <input type="checkbox"/> Illegible or hard to see <input type="checkbox"/> Content, format or use is inappropriate and distracts from meaning or credibility.	<input type="checkbox"/> Error free <input type="checkbox"/> Legible and displayed so that most or all of the audience can see <input type="checkbox"/> Does little or nothing to enhance the presentation.	<input type="checkbox"/> Error free <input type="checkbox"/> Legible and displayed so that entire audience can see <input type="checkbox"/> Used appropriately (e.g., displayed so all can see only when being discussed) <input type="checkbox"/> Some but not all of the aids makes a positive contribution to the presentation (e.g. increase attention or enhance understanding).	<input type="checkbox"/> Error free <input type="checkbox"/> Legible and displayed so that entire audience can see <input type="checkbox"/> Used appropriately (e.g., displayed so all can see only when being discussed) <input type="checkbox"/> All of the aids make a positive contribution to the presentation (e.g. increase attention or enhance understanding).	Score: ____
PowerPoint Presentation	<input type="checkbox"/> Presentation reflects no logical sequence. <input type="checkbox"/> Inappropriate number of slides for information presented. <input type="checkbox"/> Very distracting transitions and effects are used. <input type="checkbox"/> No backgrounds were chosen to go on the slide.	<input type="checkbox"/> Presentation reflects some logical sequence. <input type="checkbox"/> Inappropriate number of slides for information presented. <input type="checkbox"/> Somewhat distracting transitions and effects are used. <input type="checkbox"/> Backgrounds clash with font color and styles.	<input type="checkbox"/> Presentation mostly reflects logical sequence. <input type="checkbox"/> Includes appropriate number of slides <input type="checkbox"/> Transitions and effects rarely distract from information presented. <input type="checkbox"/> Use of fonts, colors, and styles is appropriate.	<input type="checkbox"/> Presentation always reflects logical sequence. <input type="checkbox"/> Includes appropriate number of slides with outstanding graphics. <input type="checkbox"/> Transitions and effects are used appropriately without distraction from information presented. <input type="checkbox"/> Excellent use of font, color, and style.	Score: ____
Question and Answer Period	Speaker gives erroneous, inadequate, incomprehensible, or distracting answers to questions.	Speaker gives answers to questions that are partly but not fully acceptable (i.e., accurate, complete, comprehensible, cogent).	Speaker gives accurate and appropriate answers.	Speaker consistently gives accurate, cogent, dynamic, and appropriate answers that enhance credibility.	Score: ____
Instructor-added criterion	(indicants provided by instructor)	(indicants provided by instructor)	(indicants provided by instructor)	(indicants provided by instructor)	Score: ____