

Grading Oral Presentations

Need advice on grading presentations? Here is some basic information about speech grading criteria. If you would like assistance in developing a more specific rubric, contact Dr. Wendy Atkins-Sayre, Speaking Center Director, at ext. 6-4370 or wendy.atkins-sayre@usm.edu.

This is an extensive list of criteria that we use in the Speaking Center when working with students.

Topic selection

- Purpose is clear
- Appropriate for audience
- Appropriate for assignment

Audience adaptation

- Persona
- Tone
- Who is target audience?

Outline (if required)

- Follows correct guidelines
- Easy to follow
- Followed in speech

Introduction

- Attention getter
- Introduce topic
- Establish credibility
- Central idea/Preview

Body of the speech

- Main point statements were clear (topic sentences for each main section of the speech)
- Clearly organized
- Sources used
- Sources cited appropriately
- Topic well explained
- Transitions

Conclusion

- Summary
- Strong closer

Delivery

- Eye contact
- Vocal variety
- Movement—controlled random movement and used gestures well
- Vocal fillers (“um,” “uh,” “like”)
- Practiced

Visual aid (if used)

- Added to speech
- Appearance professional
- Well used

Grading the assignment is another matter. In the Public Speaking class, I generally rate each component of the speech (as shown in the speech critique on the opposite side) and then assign a grade. You might choose to assign particular points to each component and then total up the points. If this appeals to you, I would suggest placing more points in the “content” area (versus delivery). For example (flip to next side):

Content	60%
Covered topic well	
Used quality sources and cited in presentation	
Material was clearly explained	
Adapted to audience	
Organization	25%
Had a clear introduction and conclusion	
Main points were easy to follow	
Delivery	15%
Eye contact	
Vocal variety	
Movement	
Vocal fillers	
Practiced	

Here is a typical speech critique:

Informative Speech Critique

p-poor a-adequate g-good e-excellent

General:

Topic selection	p a g e
Audience adaptation	p a g e
Outline	p a g e
Time requirement	p a g e
Visual aid	p a g e

Introduction:

Attention getter	p a g e
Introduce topic	p a g e
Establish credibility	p a g e
Central idea	p a g e

Body:

Main pt. statements	p a g e
Clearly organized	p a g e
Sources (□□□)	p a g e
Topic well explained	p a g e
Transitions	p a g e

Conclusion:

Summary	p a g e
Strong closer	p a g e

Delivery:

Eye contact	p a g e
Vocal variety	p a g e
Movement	p a g e
Vocal fillers	p a g e
Rate	p a g e

Summary:

Grade: _____

**The University of Southern Mississippi
Speaking Center
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