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.atkinssayre@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:__________