**Oral Communication Rubric for Presentations**

Evaluated on a 5-point scale: 1=below expectations; 5=exceeds expectations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating Factor** | **1** | **2** | **3** | **4** | **5** |
| **Organization** (Identifiable structure is presented in a purposeful, interesting, and effective sequence) |  |  |  |  |  |
| **Use of Technology and Time** (Aids are appropriate and targeted to audience; delivery is timed well) |  |  |  |  |  |
| **Vocal delivery** (Vocal delivery is varied and dynamic; Speech rate, volume, and tone enhance interest) |  |  |  |  |  |
| **Nonverbal delivery** (Eye contact, posture, attire, gestures, movement and facial expressions are effective) |  |  |  |  |  |
| **Speaker Average** |  |  |  |  |  |
| **Comments** |  |  |  |  |  |
| **Organization:** |  |  |  |  |  |
| **Use of Technology and Time:** |  |  |  |  |  |
| **Vocal Delivery:** |  |  |  |  |  |
| **Nonverbal Delivery:** |  |  |  |  |  |
| **General:** |  |  |  |  |  |

**Written Communication Rubric for Presentations**

Evaluated on a 5-point scale: 1=below expectations; 5=exceeds expectations

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| --- | --- | --- | --- | --- | --- |
| **Rating Factor** | **1** | **2** | **3** | **4** | **5** |
| **Organization** (structure, presented in purposeful and effective sequence) |  |  |  |  |  |
| **Grammar/Language** (No errors in grammar, punctuation, spelling) |  |  |  |  |  |
| **Style/Word Usage** (content appropriate for audience and context |  |  |  |  |  |
| **Content** (appropriate use of terms/concepts, information supported by sources, clear understanding of issues) |  |  |  |  |  |
| **Speaker Average** |  |  |  |  |  |
| **Comments** |  |  |  |  |  |
| **Organization:** |  |  |  |  |  |
| **Grammar/Language:** |  |  |  |  |  |
| **Style/Word Usage** |  |  |  |  |  |
| **Content:** |  |  |  |  |  |
| **General:** |  |  |  |  |  |