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. Atkins-Sayre, Speaking Center Director, at ext. 6-4370 or wendy.atkinssayre@usm.edu.

This is an extensive list of criteria that you might consider when working with student presentations.

**Topic selection**
- Purpose is clear
- Appropriate for audience
- Appropriate for assignment

**Audience adaptation**
- Persona—what is the role that the speaker assumes? Is it appropriate for this situation?
- Tone—what is the relationship to the audience? Was it appropriate?
- Who is target audience?

**Outline** (if required)
- Follows correct guidelines (provided by instructors)
- 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
Suggested Percentage Weighting

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
- Vocal Fillers
- Clearly practiced

Here is a typical 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 Point 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 of Main Points  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
- Appropriate Rate  P  A  G  E

Summary Comments:

Time: _______  Grade: _______