

Scoring Sheet for Oral Communication

Outcomes for Oral Communication	Outstanding	Adequate	Poor	Unacceptable
Introduction Opening statement and statement of thesis	4	3	2	1
Overview Previews content of the speech	4	3	2	1
Organization Ordering of points and linkage with introduction and conclusions	4	3	2	1
Transitions Use of transition devices and segues	4	3	2	1
Supports Use of evidence appropriate to assignment	4	3	2	1
Verbal Delivery Voice, rate of speech, volume, and enunciation (as applicable)	4	3	2	1
Nonverbal Delivery Eye contact, presence, and use of supporting technologies	4	3	2	1
Review/Conclusion Contains summary and conclusion	4	3	2	1

Narrative Scoring Rubric for Oral Communication

Outcomes for Oral Communication	Outstanding	Adequate	Poor	Unacceptable
Introduction Opening statement and statement of thesis	Artfully secures attention and clearly states thesis in a manner relevant to the audience.	Secures attention and states general thesis/main point.	Fails to secure attention or statement of thesis is unclear.	Fails to secure attention and there is no statement of thesis.
Overview Previews content of the speech	Previews and makes clear the logical connection of content.	Succinctly previews content of speech.	Content is not clearly stated.	There is no preview of content.
Organization Ordering of points and linkage with introduction and conclusions	The identification of introduction, body and conclusion are organized in a manner that enhances the power of the speech.	Introduction, body, and conclusion are evident and the body is organized in some logical order (e.g. chronological, topical, spatial, problem-solution).	Logical order of the presentation was weak, along with vague introduction and conclusion.	The components of the speech were disorganized and did not follow in a logical manner.
Transitions Use of transition devices and segues	Linkages summarize key points of sections, and provide clear and logical introductions to the next section.	Linkages provide connection between components of the speech.	Linkages merely announce the next section or new topic.	There are no linkages or transitions provided. Difficult to track progression of speech.
Supports Use of evidence appropriate to assignment	Content is expertly selected, properly cited and appropriate to the assignment.	Content of speech is relevant, cited and appropriate to the assignment.	Poorly cited evidence that is vaguely related to the assignment.	Content lacks evidence, and based solely on opinion.
Verbal Delivery Voice, rate of speech, volume, and enunciation (as applicable)	All elements of verbal delivery effectively strike an appropriate tone.	Clear, audible, and appropriately paced oral communication.	One or more elements of effective verbal delivery are absent, thereby diminishing the presentation.	Speech was inaudible; pace was incorrect and lacked clear diction.
Nonverbal Delivery Eye contact, presence, and use of supporting technologies	Nonverbal components of presentation worked to captivate the audience	Nonverbal components of presentation appropriately engage the audience.	One or more elements of effective nonverbal delivery are absent, thereby diminishing the presentation.	Nonverbal gestures/mannerisms were distracting and counterproductive.
Review/Conclusion Contains summary and conclusion	Eloquently recaps main points and delivers a powerful conclusion.	Summarizes key points and articulates a main conclusion.	Lacks summary of key points or fails to articulate a conclusion.	There is no summary or conclusion, abruptly ending the presentation.