

General Education Competency Communication – Oral Presentation Rubric

Criteria	Excellent (4)	Proficient (3)	Adequate (2)	Inadequate (1)
Provides a well organized speech with appropriate introduction and conclusion.	<ul style="list-style-type: none"> • Very well organized. • Attention grabbing introduction. • Convincing conclusion 	<ul style="list-style-type: none"> • Well organized. • Suitable introduction. • Appropriate conclusion. 	<ul style="list-style-type: none"> • Organized • Has an introduction. • Has a conclusion. 	<ul style="list-style-type: none"> • Lacks organization • Poor introduction • Poor conclusion
Provides main points that are well-documented, compelling, supported with facts, developed clearly and concisely, and focused on the topic.	<ul style="list-style-type: none"> • All main points are well-documented and supported by numerous, compelling facts. • Clearly and concisely presented. • Remains focused on topic throughout entire presentation. 	<ul style="list-style-type: none"> • All main points are documented and supported by fact. • Clearly and concisely presented most of the time • Remains focused on topic during most of presentation 	<ul style="list-style-type: none"> • Main points somewhat supported. • Clearly and concisely presented some of the time • Remains focused on topic during some of presentation 	<ul style="list-style-type: none"> • Little to no support of main points. • Not clearly and/or concisely presented. • Little to no focus on topic.
Uses appropriate gestures, movements and eye contact.	<ul style="list-style-type: none"> • Excellent gestures and eye contact. • Conversational presentation. 	<ul style="list-style-type: none"> • Appropriate level of gestures and eye contact. • Somewhat 	<ul style="list-style-type: none"> • Some gestures and eye contact. • Presentation 	<ul style="list-style-type: none"> • Little, if any, gestures and eye contact • Presentation

	<ul style="list-style-type: none"> Utilize note cards appropriately. 	<p>conversational presentation.</p> <ul style="list-style-type: none"> Moderately relies on note cards 	<p>rehearsed and mechanical</p> <ul style="list-style-type: none"> Relies on note cards 	<p>poorly delivered.</p> <ul style="list-style-type: none"> Totally relies on note cards.
Speaks clearly and understandably using standard, edited English with correct mechanics (pronunciation, sentence structure and grammar) relative to audience.	<ul style="list-style-type: none"> Excellent mechanics throughout. Very appropriate presentation relative to audience. Tone is respectful and civil. 	<ul style="list-style-type: none"> Few mechanical errors. Majority of presentation appropriate to audience. Tone is somewhat respectful and civil 	<ul style="list-style-type: none"> Some mechanical errors. Presentation inappropriate to some members of the audience. Neutral tone 	<ul style="list-style-type: none"> Many/numerous mechanical errors. Inappropriate presentation relative to audience. Tone was disrespectful.
Provides appropriate handouts and/or visual aids.	<ul style="list-style-type: none"> Provides entire audience with useful, presentation quality handouts Audiovisual aids contain appropriate amount of information. Grammatically correct material. 	<ul style="list-style-type: none"> Provides entire audience with handouts Most audiovisual aids contained appropriate amounts of information. Few grammatical errors. 	<ul style="list-style-type: none"> Provides majority of audience with handouts Audiovisual aids contained too much or too little information. Some grammatical errors. 	<ul style="list-style-type: none"> Did not provide audience with handouts No audiovisual aids. Many/numerous grammatical errors.