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# General Education Competency

## Communication – Oral Presentation

### Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent (4)</th>
<th>Proficient (3)</th>
<th>Adequate (2)</th>
<th>Inadequate (1)</th>
</tr>
</thead>
</table>
| Provides a well organized speech with appropriate introduction and conclusion. | • Very well organized.  
• Attention grabbing introduction.  
• Convincing conclusion | • Well organized.  
• Suitable introduction.  
• Appropriate conclusion. | • Organized  
• Has an introduction.  
• Has a conclusion. | • 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. | • All main points are well-documented and supported by numerous, compelling facts.  
• Clearly and concisely presented.  
• Remains focused on topic throughout entire presentation. | • 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 | • Main points somewhat supported.  
• Clearly and concisely presented some of the time  
• Remains focused on topic during some of presentation | • 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. | • Excellent gestures and eye contact.  
• Conversational presentation. | • Appropriate level of gestures and eye contact.  
• Somewhat | • Some gestures and eye contact.  
• Presentation | • Little, if any, gestures and eye contact  
• Presentation |
<table>
<thead>
<tr>
<th>Utilize note cards appropriately.</th>
<th>conversational presentation.</th>
<th>rehearsed and mechanical presentation.</th>
<th>poorly delivered.</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>• Modestly relies on note cards</td>
<td>• Releys on note cards</td>
<td>• Totally relies on note cards.</td>
</tr>
<tr>
<td>Speaks clearly and understandably using standard, edited English with correct mechanics (pronunciation, sentence structure and grammar) relative to audience.</td>
<td>• Excellent mechanics throughout.</td>
<td>• Few mechanical errors.</td>
<td>• Many/numerous mechanical errors.</td>
</tr>
<tr>
<td>•</td>
<td>• Very appropriate presentation relative to audience.</td>
<td>• Majority of presentation appropriate to audience.</td>
<td>• Inappropriate presentation relative to audience.</td>
</tr>
<tr>
<td>•</td>
<td>• Tone is respectful and civil.</td>
<td>• Tone is somewhat respectful and civil</td>
<td>• Tone was disrespectful.</td>
</tr>
<tr>
<td>Provides appropriate handouts and/or visual aids.</td>
<td>• Provides entire audience with useful, presentation quality handouts</td>
<td>• Provides majority of audience with handouts</td>
<td>• Did not provide audience with handouts</td>
</tr>
<tr>
<td>•</td>
<td>• Audiovisual aids contain appropriate amount of information.</td>
<td>• Most audiovisual aids contained appropriate amounts of information.</td>
<td>• No audiovisual aids.</td>
</tr>
<tr>
<td>•</td>
<td>• Grammatically correct material.</td>
<td>• Few grammatical errors.</td>
<td>• Many/numerous grammatical errors.</td>
</tr>
</tbody>
</table>