

Draft: Common Oral Communication Rubric

Goal: Our students will be able to **convey information and ideas effectively**.

Objective: Students will convey information and ideas in **oral presentations**.

Trait	Does not meet expectations 1	Meets expectations 2	More than meets expectations 3
Verbal delivery achieves purpose (language, voice, pace) <i>Adapt communication style to diverse audiences</i>	Language is inappropriate for the audience; and/or voice is inaudible or lacks expression; and/or pace is halting or too fast to understand	Language is appropriate for the audience; and voice is generally audible with some expression; and pace is generally understandable	Language is appropriate for the audience; and voice is always audible and appropriately expressive; and pace flows and maintains interest
Physical delivery achieves purpose (posture, gestures, mannerisms, eye contact) <i>Adapt communication style to diverse audiences</i>	Delivery detracts from the presentation and/or speaker appears uncomfortable.	Delivery makes the presentation understandable and speaker appears comfortable	Delivery makes the presentation interesting and speaker appears confident.
Use of media helps to deliver information/ideas <i>Use communication technologies and tools professionally and appropriately</i>	Visual aids are sometimes irrelevant and/or fail to convey information which improves understanding of the content	Visual aids are relevant and convey information which improves understanding of the content	Visual aids are relevant, clear, and generate interest and understanding of the content
Organization of ideas and content is logical (introduction, transitions, conclusions)	Organizational sequence is not clear, and/or presentation feels disjointed	Organizational sequence is clear with only minor transitional problems.	Organizational sequence is clear and creates a cohesive presentation.
Content and ideas are developed	Information is insufficient to support the ideas presented	Information is generally sufficient to support the ideas presented	Information supports the ideas presented and lends credibility to conclusions
Central message is conveyed	No conclusions are presented	Conclusions are presented although the central message lacks focus or is not compelling	Conclusions make clear a compelling central message of the presentation