

# LAGUARDIA COMMUNITY COLLEGE

## ORAL COMMUNICATION RUBRIC

Last Updated 1/2013



**Definition:** Oral communication is a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.

	Excellent - 4	Competent - 3	Limited - 2	Inadequate - 1
Organiz-ation and Logic	<p>For formal presentations: Very well-organized with a clear and compelling central idea, readily discernible introduction, body and conclusion, coherent, clearly cited support, well chosen transitions, effective use of visual aids, clearly separates opinions from fact.</p> <p><i>For dialogues: Statements are clear, coherent, and logically organized, and indicate that speaker has broad knowledge of subject being discussed; statements are supported by reasons and evidence (i.e., not merely statements of opinion).</i></p>	<p>For formal presentations: Fairly well-organized with a clear central idea, discernible introduction, body and conclusion, some support established, some transitions employed, adequate use of visual aids, a decent attempt at separating opinions from facts.</p> <p><i>For dialogues: Statements are fairly clear and coherent, logical, and indicate that speaker has some knowledge of subject being discussed; most statements are supported by reasons and occasionally evidence.</i></p>	<p>For formal presentations: Organization lacking coherence, weak central idea, introduction, body, and/or conclusion not clearly discernible, some but inadequate support, few transitions, ineffective use of visual aids, little attempt at separating opinions from facts.</p> <p><i>For dialogues: Statements are not always clear and do not demonstrate much knowledge, imperfect logic and organization</i></p>	<p>For formal presentations: Poor or no evident organizational patterns, no clear central idea, little or no support given, poor or no use of visual aids, no attempt at separating opinions from facts.</p> <p><i>For dialogues: Statements are not clear, coherent logical or organized; little to no evidence of knowledge of subject matter; speaker tends toward unsupported statement of opinions.</i></p>
Language	Language choices are imaginative, memorable, and compelling, and enhance the effectiveness of the presentation. Language in presentation is appropriate to audience.	Language choices are thoughtful and generally support the effectiveness of the presentation. Language in presentation is mostly appropriate to audience.	Language choices are mundane and commonplace and only partially support the effectiveness of the presentation. Language in presentation is somewhat appropriate to audience.	Language choices are unclear and minimally support the effectiveness of the presentation. Language in presentation is not appropriate to audience.
Delivery	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation compelling, and speaker appears confident and the presentation is polished.	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation interesting, and speaker appears comfortable.	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation understandable, and speaker appears somewhat uncomfortable..	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) detract from the understandability of the presentation, and speaker appears uncomfortable.
Listening	Pays active attention to the speaker. Exhibits fully attentive body language. Take turns and responds appropriately. Negotiates meaning (by agreeing/ disagreeing, asking questions etc.) is able to summarize, paraphrase, or reiterate main ideas and supporting details; can insightfully distinguish between the words, tone of voice, and body language of the speaker.	Pays attention to the speaker. Exhibits attentive body language. Usually able to take turns and respond appropriately. Is able to summarize most main ideas but may lose track of supporting details; may have difficulty assigning meaning to tone of voice and body language.	Attempts to pay attention to the speaker, but might be distracted. Attempts to exhibit attentive body language, but might look bored. Interrupts often and does not always respond appropriately. Can identify some main points but not others; may not understand the importance of word choice, tone of voice and body language and the ways in which they affect meaning.	Pays little attention to the speaker, sometimes distracting others. Does not exhibit attentive body language, often behaving in distracting ways. Unable to repeat summarize main points; might display minimal ability to extract meaning from the speaker's tone of voice or body language, relying entirely on literal meaning.

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