## Rubric for Formal Oral Communication in a Graduate Program

### Levels of Achievement

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Sophisticated</th>
<th>Competent</th>
<th>Not Yet Competent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong></td>
<td><strong>Presentation is dear, logical, and organized. Listener can follow line of reasoning.</strong></td>
<td><strong>Presentation is generally clear and well organized. A few minor points may be confusing.</strong></td>
<td><strong>Listener can follow presentation only with effort. Some arguments are not dear. Organization seems haphazard.</strong></td>
</tr>
</tbody>
</table>

**Style**

- **Level of presentation is appropriate for the audience. Presentation is a planned conversation, paced for audience understanding. It is not a reading of a paper. Speaker is dearly comfortable in front of the group and can be heard by all.**
- **Level of presentation is generally appropriate. Pacing is sometimes too fast or slow. The presenter seems slightly uncomfortable at times, and the audience occasionally has trouble hearing him/her.**
- **Aspects of presentation are too elementary or too sophisticated for audience. Presenter seems uncomfortable and can be heard only if listener is very attentive. Much of the information is read.**

**Use a/Communication Aids (e.g., Transparencies; Slides, Posters, Handouts, Computer-Generated Materials)**

- **Communication aids enhance the presentation. They are prepared in a professional manner**
  - Font on visuals is large enough to be seen by all.
  - Information is organized to maximize audience understanding.
  - Details are minimized so that main points stand out.
- **Communication aids contribute to the quality of the presentation. Font size is appropriate for reading. Appropriate information is included. Some material is not supported by visual aids.**
- **Communication aids are poorly prepared or used inappropriately. Font is too small to be easily seen. Too much information is included. Unimportant material is highlighted. Listeners may be confused.**

**Content**

- **Speaker provides an accurate and complete explanation of key concepts and theories, drawing upon relevant literature. Applications of theory are included to illuminate issues. Listeners gain insights.**
- **For the most part, explanations of concepts and theories are accurate and complete. Some helpful applications are included.**
- **Explanations of concepts and/or theories are inaccurate or incomplete. Little attempt is made to tie theory to practice. Listeners gain little from the presentation.**

**Accuracy of Content**

- **Information (names, facts, etc.) included in the presentation is consistently accurate.**
- **No significant errors are made. Listeners recognize any errors to be the result of nervousness or oversight.**
- **Enough errors are made to distract a knowledgeable listener, but some information is accurate. The presentation is useful if the listener can determine what information is reliable.**

**Use of Language**

- **Sentences are complete and grammatical, and they flow together easily. Words are chosen for their precise meaning.**
- **For the most part, sentences are complete and grammatical, and they flow together easily. With a few exceptions, words are chosen for their precise meaning.**
- **Listeners can follow the presentation, but they are distracted by some grammatical errors and use of slang. Some sentences are incomplete/ halting, and/or vocabulary is somewhat limited or inappropriate.**