



Oral Communications Assessment Rubric

Course No.: CHEN4470 Process Design Practice Date: _____

Team/Student: _____ Reviewer: _____

Topic (Weight)	Unacceptable (0)	Marginal (1)	Acceptable (2)	Exceptional (3)	Points
Organization & Structure (1)	← Not possible to understand presentation due to absence of structure.	← Difficult to follow presentation due to erratic topical shifts and jumps.	← Most information is presented in logical order which is easy to follow.	← All information is presented in a logical, interesting and novel sequence, which is easily followed.	
Content & Knowledge (3)	← No grasp of information. Unable to answer questions about subject.	← Uncomfortable with information. Capable only of answering rudimentary questions.	← At ease with content and able to elaborate and explain to some degree.	← Demonstration of full knowledge of the subject with explanations and elaboration.	
Visual Aids & Neatness (2)	← No visual aids.	← Occasional use of visual aids, however they barely support text or presentation. Several misspellings and/or grammatical errors on slides.	← Visual aids are related to text and presentation. Minor misspellings and/or grammatical errors.	← Text and presentation are reinforced by the use of visual aids. Negligible misspellings and/or grammatical errors.	
Delivery & Speaking Skills (2)	← Significant mumbling and incorrect pronunciation of terms. Voice level too low or too high. Monotonous, no eye contact, rate of speech too fast or too slow	← Occasional mispronunciation of terms. Little eye contact, uneven rate, only little expression	← Voice is clear and at a proper level. Most words pronounced correctly. Some eye contact, steady rate, excessively rehearsed	← Clear voice and correct, precise pronunciation of terms. Good eye contact, steady rate, enthusiasm, confidence	
Presentation Length (1)	← Too long or too short. +/- 10 minutes	← +/- 6 minutes	← +/- 4 minutes	← +/- 2 minutes	
OVERALL PERFORMANCE	← Unacceptable	← Marginal	← Acceptable	← Exceptional	TOTAL
POINTS	0–6	7–13	14–20	21–27	



REQUIRED					
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