

Oral Communication Grading & Evaluation Form

Low High

- I. **Clarity of Purpose:** _____ 1 _____ 2 _____ 3 _____ 4
- Understands point of presentation
- Aware of the rhetorical situation
- Presentation is convincing
- II. **Overall organization:** _____ 1 _____ 2 _____ 3 _____ 4
- Shape and structure clear
- Transitions present and clear
- Presentation is cohesive
- III. **Supporting evidence:** _____ 1 _____ 2 _____ 3 _____ 4
- References are evident
- References used appropriately
- References are appropriate to topic
- IV. **Language & Syntax:** _____ 1 _____ 2 _____ 3 _____ 4
- Uses language appropriate to topic
- Uses terms correctly and in context
- Uses no colloquialisms or street language
- V. **Delivery:** _____ 1 _____ 2 _____ 3 _____ 4
- Smooth presentation with no dysfluencies
- Speaks clearly and loudly
- Appears confident
- VI. **Audience Engagement:** _____ 1 _____ 2 _____ 3 _____ 4
- Does not read from notes or paper
- Makes Eye Contact
- Responds to audience's reactions/needs

- VII. **Use of Supportive Technology or Materials (optional)** _____ 1 _____ 2 _____ 3 _____ 4
- Materials enhance presentation
- Materials are appropriate to topic
- Materials are professional & well-planned

Note: In order to successfully pass the Oral Communication Graduation Standard students must pass both Categories I and II, and can only receive one "2" (fail) in any other category, including VII (if and when supports are used). A score of "1" in any category is an automatic fail for this assessment. **Passing grade for each category is either "3" or "4".**

Student Name: _____ Student ID#: _____

Instructor: _____ Course #: _____

Final Grade: _____ Pass _____ Fail

Please send or email this form to the JSC Registrar's Office (see the next page for further details)