Oral Communication Grading & Evaluation Form

I. Clarity of Purpose:
   - Understands point of presentation
   - Aware of the rhetorical situation
   - Presentation is convincing
   ____1____2____3____4

II. Overall organization:
   - Shape and structure clear
   - Transitions present and clear
   - Presentation is cohesive
   ____1____2____3____4

III. Supporting evidence:
   - References are evident
   - References used appropriately
   - References are appropriate to topic
   ____1____2____3____4

IV. Language & Syntax:
   - Uses language appropriate to topic
   - Uses terms correctly and in context
   - Uses no colloquialisms or street language
   ____1____2____3____4

V. Delivery:
   - Smooth presentation with no dysfluencies
   - Speaks clearly and loudly
   - Appears confident
   ____1____2____3____4

VI. Audience Engagement:
   - Does not read from notes or paper
   - Makes Eye Contact
   - Responds to audience’s reactions/needs
   ____1____2____3____4

VII. Use of Supportive Technology or Materials (optional)
   - Materials enhance presentation
   - Materials are appropriate to topic
   - Materials are professional & well-planned
   ____1____2____3____4

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)

revised January 26, 2010