

CBA Oral Communication Rubric (with comments)

Performance Dimensions	N/A	Not Met	Met	Exceeds	Comments
Organization (OABC)					
Opening of presentation is engaging, captures attention, gives context					
Agenda <i>previews</i> content of presentation					
Body					
The body corresponds with and fulfills the agenda					
<i>Transitions</i> adequately move listener from point to point					
The development of body is <i>logical</i>					
Closing <i>recaps</i> main points (and, if appropriate, call to action)					
Content					
Content of presentation is <i>appropriate</i> and <i>relevant</i> for the audience					
Information is <i>accurate</i>					
Ideas are <i>well supported</i> and documented if needed (citations)					
<i>Unscripted time</i> (Q&A, facilitation) is <i>well managed</i>					
Audience					
Presenter demonstrates an <i>awareness of audience</i>					
Presenter <i>interacts appropriately</i> through presentation and in Q&A					
Nonverbal					
<i>Appearance</i> and <i>dress</i> of presenter are appropriate					
<i>Body language</i> is appropriate and reinforces message					
<i>Gestures</i> are appropriate and do not distract from the presentation					
<i>Eye contact</i> is maintained and suitable					
<i>Facial expressions</i> are appropriate					
<i>Physical posture and presence</i> convey confidence					
<i>Distracting behaviors</i> are avoided (fidgeting, gum, phone)					
Voice					
<i>Volume</i> is adequate to be heard easily					
<i>Enthusiasm</i> and <i>confidence</i> are projected through voice					
<i>Tone variation</i> maintains interest					
<i>Rate of speaking</i> is appropriate to facilitate understanding					
<i>Clear articulation/enunciation/diction</i> is maintained					
<i>Filler words</i> are avoided or used minimally (uhs, ahs, ums, like)					
Preparation/Rehearsal					
<i>Extemporaneous delivery used</i> (knows content, rehearsed, no notes)					
<i>Avoids</i> just <i>reading from</i> or <i>reading to</i> PowerPoint					
<i>Content</i> is <i>developed</i> and <i>flows smoothly</i>					
<i>Time</i> is <i>managed</i> appropriately					
Use of Visuals					
Visuals are <i>legible</i> (proper size and amount of text)					
Visuals are <i>engaging</i> (more than just text)					
Content is <i>appropriate</i> (not text heavy; suitable font/use of graphics)					
Visuals are <i>relevant</i>					
<i>Appropriate transitions/animations</i> used in presentation software					
Team Presentations (if applicable)					
Team is <i>appropriately introduced</i>					
Presenters <i>shared time</i> appropriately (not one person dominating)					
<i>Smooth transitions</i> between and among team members					
Team members <i>support</i> and <i>focus on speaker/presenter</i>					