**Spoken Communication Rubric Sample**

Assignment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Writer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Exemplary [5]** *Exceeding performance expectations* | **Proficient [4]** *Delivering to the expectations* | **Developing [3]** *Adequate performance, but w/underperforming elements to be addressed* | **Limited [2]** *Significant number of underperforming elements* | **Absent [1]**  *No evidence of this criteria* |
| The language used is appropriate to the audience |  |  |  |  |  |
| The delivery demonstrates an understanding of the purpose and circumstances of the task |  |  |  |  |  |
| The delivery contains clear organization and structure. |  |  |  |  |  |
| The delivery includes appropriate, relevant, and compelling content to convey thoughts and ideas |  |  |  |  |  |
| The delivery is thoroughly developed with evidence, details, and/or examples |  |  |  |  |  |
| **CRITERIA** | **Exemplary [5]** | **Proficient [4]** | **Developing [3]** | **Limited [2]** | **Absent [1]** |
| The Language is clear, concise, and cohesive |  |  |  |  |  |
| The delivery meets the assignment’s specifications. |  |  |  |  |  |
| Sources are appropriate and ethically incorporated |  |  |  |  |  |
| Paralinguistic elements (tone, volume, etc.) are appropriate for the delivery |  |  |  |  |  |
| [Add Additional Criterion as appropriate for your assignment. Examples: nonverbal aspects like use of body, proxemics] |  |  |  |  |  |

**Overall Assessment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Priorities for revision (if assessment is for a draft) or final comments:**