Rubric for Public Speaking

Student's Name _____ Date _____

Course name and number _____ Professional Studies Group No. _____
(if applicable)

Instructor:

Circle one number (1-5) for each category. Add the total and divide by 10 for an average. Names and courses are not included in the final report but are used for tracking purposes. Return this rubric to Tony Narkawizc at the Institutional Research Office. Edie Wagner, in Professional Studies, is the Coordinator and can also collect rubrics and answer questions.

Content

		High		Average		Low
1	States the purpose.	5	4	3	2	1
2	Organizes the content.	5	4	3	2	1
3	Supports ideas.	5	4	3	2	1
4	Incorporates stories and examples.	5	4	3	2	1
5	Summarizes the main idea(s).	5	4	3	2	1

Delivery

		High		Average		Low
6	Demonstrates awareness of listener's needs.	5	4	3	2	1
7	Speaks clearly with appropriate vocabulary and information.	5	4	3	2	1
8	Uses tone, speed, and volume as tools.	5	4	3	2	1
9	Demonstrates complexity of vocabulary and thought.	5	4	3	2	1
10	Appears comfortable with audience.	5	4	3	2	1

Explanation of Public Speaking Rubric

Score on a scale of   5 ⟷ to 1
Use whole numbers only. Below are descriptions of some of the range. A score of 4 or 2 are in the middle. For #1, for example, a "4" would be "somewhat" clear; a "2" would be somewhat evident but not entirely. Please print out and use the rubric above, circling the applicable numbers.

Content

1. States the purpose.

Points	Criteria
5	The purpose is clear and captures the listener's attention.
3	The purpose is apparent.
1	The purpose is not evident.

2. Organizes the content.

Points	Criteria
5	The content is organized logically with fluid transitions to capture and hold the listener's attention throughout the entire presentation.
3	The organization of the content is congruent; transitions are evident.
1	The content lacks organization; transitions are abrupt and distracting.

3. Supports ideas.

Points	Criteria
5	Important details add to the interest and depth of the presentation; details work to connect the listener to the speech.
3	The speaker provides the basic details necessary for the listener to understand the premise of the presentation.
1	The majority of ideas are unsupported by additional information or explanation.

4. Incorporates stories and examples.

Points	Criteria
5	Relevant examples or stories work to interest the listener and further develop main ideas.
3	Stories and examples obviously relate to the content of the speech.
1	Stories and examples are missing or unrelated.

5. Summarizes the main idea(s).

Points	Criteria
5	The conclusion unites the important points of the presentation and encourages future discussion.

3	The conclusion summarizes the main ideas.
1	The speech ends without a summary.

Delivery

6. Demonstrates awareness of listener's needs.

Points	Criteria
5	The choices of language, examples, and aids work together to heighten the listener's interest and connection to the topic.
3	The speaker's word choices, explanations, and enthusiasm are appropriate for the topic and for each point; appropriate aids are incorporated.
1	The presentation is uninteresting.

7. Speaks clearly with appropriate vocabulary and information.

Points	Criteria
5	The vocabulary is descriptive and accurate, engaging the listener through imagery.
3	The vocabulary provides clarity and avoids confusion.
1	The vocabulary is awkward or inappropriate for the topic, making the speaker difficult to understand.

8. Uses tone, speed, and volume as tools.

Points	Criteria
5	The speaker manipulates tone, speed, and volume, using these tools to emphasize important ideas and hold the listener's attention.
3	The speaker avoids distracting vocal fillers or physical mannerisms and uses adequate speed and volume throughout the presentation.
1	Vocal fillers are present throughout the presentation. Speed and volume are inappropriate for the presentation.

9. Demonstrates complexity of thought and vocabulary.

Points	Criteria
5	Variation of sentence structure and word choice works to keep the listener interested and provides multiple examples and descriptions.
3	Sentence structure and word choice are varied to avoid monotony of tone and repetition of ideas.
1	Sentence structure and word choice are monotonous and uninteresting.

10. Appears comfortable with audience.

Points	Criteria
5	Eye contact, interaction with aids, and physical gestures demonstrate the speaker's energy and interest, guiding the listener through the presentation.
3	Eye contact, interaction with aids, and physical gestures are natural and fluid.
1	Eye contact with the audience is lacking. Gestures are missing or awkward. The speaker depends heavily on the written speech or notes.

Public Speaking

Quick Reference Card

1. States the purpose.

Points	Criteria
5	The purpose is clear and captures the listener's attention.
3	The purpose is apparent.
1	The purpose is not evident.

2. Organizes the content.

5	The content is organized logically with fluid transitions to capture and hold the listener's attention throughout the entire presentation.
3	The organization of the content is congruent; transitions are evident.
1	The content lacks organization; transitions are abrupt and distracting.

3. Supports ideas.

5	Important details add to the interest and depth of the presentation; details work to connect the listener to the speech.
3	The speaker provides the basic details necessary for the listener to understand the premise of the presentation.
1	The majority of ideas are unsupported by additional information or explanation.

4. Incorporates stories and examples.

5	Relevant examples or stories work to interest the listener and further develop main ideas.
3	Stories and examples obviously relate to the content of the speech.
1	Stories and examples are missing or unrelated.

5. Summarizes the main idea(s).

5	The conclusion unites the important points of the presentation and encourages future discussion.
3	The conclusion summarizes the main ideas.
1	The speech ends without a summary.

6. Demonstrates awareness of listener's needs.

5	Choices of language, examples, and aids work together to heighten the listener's interest & connection to topic.
3	Speaker's word choices, explanations, and enthusiasm are appropriate for the topic and for each point; appropriate aids are incorporated.
1	Presentation is uninteresting.

7. Speaks clearly with appropriate vocabulary and information.

5	Vocabulary is descriptive & accurate, engaging the listener through imagery.
3	Vocabulary provides clarity & avoids confusion.
1	Vocabulary is awkward or inappropriate for the topic, making the speaker difficult to understand.

8. Uses tone, speed, and volume as tools.

5	Speaker manipulates tone, speed, & volume, using these tools to emphasize important ideas & hold listener's attention.
3	Speaker avoids distracting vocal fillers or physical mannerisms and uses adequate speed & volume throughout presentation.
1	Vocal fillers are present throughout the presentation. Speed & volume are inappropriate for the presentation.

9. Demonstrates complexity of thought & vocabulary.

5	Variation of sentence structure & word choice works to keep listener interested & provides multiple examples/descriptions.
3	Sentence structure & word choice are varied to avoid monotony of tone & repetition of ideas.
1	Sentence structure and word choice are monotonous and uninteresting.

10. Appears comfortable with audience.

5	Eye contact, interaction with aids, and physical gestures demonstrate the speaker's energy and interest, guiding the listener through the presentation.
3	Eye contact, interaction with aids, and physical gestures are natural and fluid.
1	Eye contact with the audience is lacking. Gestures are missing or awkward. Speaker depends heavily on written speech or notes.