

Scoring Rubric for Program Outcome

4a) An ability to communicate effectively (oral)

Level 5 performance characterized by:

- ❑ Plans and delivers an oral presentation effectively; applies the principle of “(tell them)³”—well organized
- ❑ Presentation has enough detail appropriate and technical content for the time constraint and the audience
- ❑ Presents well mechanically
 - ❑ Makes eye contact
 - ❑ Can be easily heard
 - ❑ Speaks comfortably with minimal prompts (notecards)
 - ❑ Does not block screen
 - ❑ No distracting nervous habits
- ❑ Uses proper American English
- ❑ Uses visual aides effectively
- ❑ Professional appearance
- ❑ Listens carefully and responds to questions appropriately; is able to explain and interpret results for various audiences and purposes

Level 3 performance characterized by:

- ❑ Presents key elements of an oral presentation adequately, but “(tell them)³” not clearly applied
- ❑ Presentation contains excessive or insufficient detail for time allowed or level of audience
- ❑ Has some minor difficulties with the mechanical aspects of the presentation
 - ❑ Eye contact is sporadic
 - ❑ Occasionally difficult to hear or understand speaking
 - ❑ Overuses prompts or does not use prompts enough—occasionally stumbles or loses place; appears to have memorized presentation
 - ❑ Occasionally blocks screen
 - ❑ Some nervous habits (um, ah, clicking pointer, etc.)
- ❑ Occasionally uses an inappropriate style of English—too conversational
- ❑ Visual aides have minor errors or are not always clearly visible
- ❑ Appearance is too casual for the circumstances
- ❑ Sometimes misunderstands questions, does not respond appropriately to the audience, or as some trouble answering questions

Level 1 performance characterized by:

- ❑ Talk is poorly organized, e.g. no clear introduction or summary of talk is presented
- ❑ Presentation is inappropriately short or excessively long; omits key results during presentation
- ❑ Major difficulties with the mechanical aspects of the presentation
 - ❑ No eye contact
 - ❑ Difficult to hear or understand speaking
 - ❑ Reads from prepared script
 - ❑ Blocks the screen
 - ❑ Distracting nervous habits (um, ah, clicking pointer, etc.)
- ❑ Uses poor English
- ❑ Multiple slides are unclear or incomprehensible
- ❑ Does not listen carefully to questions, does not provide an appropriate answer, or is unable to answer questions about presentation material