

Public Speaking

Quick Reference Card

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.

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.
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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.