

# Oral Communication Grading & Evaluation Form

Low ..... High

- I. **Clarity of Purpose:** \_\_\_\_\_1 \_\_\_\_\_2 \_\_\_\_\_3 \_\_\_\_\_4
  - Understands point of presentation
  - Aware of the rhetorical situation
  - Presentation is convincing
  
- II. **Overall organization:** \_\_\_\_\_1 \_\_\_\_\_2 \_\_\_\_\_3 \_\_\_\_\_4
  - Shape and structure clear
  - Transitions present and clear
  - Presentation is cohesive
  
- III. **Supporting evidence:** \_\_\_\_\_1 \_\_\_\_\_2 \_\_\_\_\_3 \_\_\_\_\_4
  - References are evident
  - References used appropriately
  - References are appropriate to topic
  
- IV. **Language & Syntax:** \_\_\_\_\_1 \_\_\_\_\_2 \_\_\_\_\_3 \_\_\_\_\_4
  - Uses language appropriate to topic
  - Uses terms correctly and in context
  - Uses no colloquialisms or street language
  
- V. **Delivery:** \_\_\_\_\_1 \_\_\_\_\_2 \_\_\_\_\_3 \_\_\_\_\_4
  - Smooth presentation with no dysfluencies
  - Speaks clearly and loudly
  - Appears confident
  
- VI. **Audience Engagement:** \_\_\_\_\_1 \_\_\_\_\_2 \_\_\_\_\_3 \_\_\_\_\_4
  - Does not read from notes or paper
  - Makes Eye Contact
  - Responds to audience's reactions/needs
  
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- VII. **Use of Supportive Technology or Materials (optional)** \_\_\_\_\_1 \_\_\_\_\_2 \_\_\_\_\_3 \_\_\_\_\_4
  - Materials enhance presentation
  - Materials are appropriate to topic
  - Materials are professional & well planned

Note: In order to successfully pass the Oral Communication Graduation Standard students must pass both Categories I and II and can only receive one “2” (fail) in any other category, including VII (if and when supports are used). A score of “1” in any category is an automatic fail for this assessment. **Passing grade for each category is either “3” or “4”.**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Instructor: \_\_\_\_\_ Course #: \_\_\_\_\_  
Final Grade: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

Please send this form to the Registrar’s or email to [JohnsonRegistrar@NorthernVermont.edu](mailto:JohnsonRegistrar@NorthernVermont.edu)

**Evaluation Procedures:**

1. Faculty will use both the Oral Communication Rubric and Grading & Evaluation Form when performing an oral communication assessment.
2. It is strongly recommended that instructors share the grading rubric with students before the oral presentation.
3. Faculty should debrief students within one week after completing the presentation highlighting the strong points of the presentation while offering suggestions to improve on the weak parts of the presentation.
4. Students must successfully pass sections 1 and 2 and pass at least four of the remaining five sections (or three out of four sections if the student does not use supporting materials) in order to pass the overall oral communication assessment.
5. Passing grades = 3 or 4; failing grades = 1 or 2.
6. A student who receives a score of 1 on any of the individual sections will automatically fail the oral communication assessment.
7. If a student fails the oral communication assessment it is up to the individual faculty member to determine whether or not the student will be allowed to retake the assessment.
8. If the student fails the assessment attempt, please do not send the grading form to the Registrar's Office. Instead, the form should be shared with the student emphasizing strategies to improve in the areas identified as weaknesses.
9. Evaluator - please send your completed form to:

Registrar's  
Northern Vermont University-Johnson  
337 College Hill  
Johnson, VT 05656  
or email the completed form to:  
[JohnsonRegistrar@NorthernVermont.edu](mailto:JohnsonRegistrar@NorthernVermont.edu)