

Oral Communication Skills Grading Rubric Sample

Criteria	Excellent (4)	Good (3)	Fair (2)	Poor (1)
Content & Organization	Clear, logical, and well-organized; all main points are covered.	Mostly clear and organized; most main points are covered.	Somewhat organized; some main points missing or unclear.	Lacks organization; many points missing or unclear.
Delivery	Confident, engaging, fluent delivery.	Mostly confident and fluent delivery; minor lapses.	Some hesitation or distracting mannerisms.	Distracting delivery, difficult to understand.
Clarity & Language	Speech is clear and easy to follow; vocabulary is appropriate and accurate.	Mostly clear with few vocabulary or language errors.	Occasional unclear passages or inappropriate vocabulary.	Difficult to follow due to language errors.
Eye Contact & Body Language	Consistent eye contact and effective body language.	Frequent eye contact and appropriate body language.	Occasional eye contact and some distracting body language.	Little or no eye contact and inappropriate body language.
Audience Engagement	Highly engages and responds to audience.	Engages audience with minor lapses.	Some attempt to engage audience.	No engagement with audience.