

Task Four Rubric

Student Name: _____

Date: _____

Criteria	Rating Excellent A	Rating Good B	Rating Satisfactory C	Rating Needs Improvement D
Introduction	(1) Gets attention (2) Clearly identifies topic (3) Establishes credibility (4) Previews the main points	Meets any three of the four criteria	Meets any two of the four criteria	Meets only one of the four criteria
Body	Main points are clear, well supported, and sources are documented	Main points are somewhat clear, some support, and some documentation	Main points need clarity and support. Lack of sources and documentation	Main points are not clear and have no support and no sources or documentation
Conclusion	(1) Reviews main points (2) Brings closure (3) Memorable	Reviews main points. Brings closure	Brings closure	Does not bring closure; the audience is left hanging
Eye Contact	Eye contact with audience virtually all the time (except for brief glances at notes)	Eye contact with audience less than 80% of the time	Eye contact with audience less than 75% of the time	Little or no eye contact
Use of Language	Use of language contributes to effectiveness of the speech, and vocalised pauses (um uh er etc.) not distracting	Use of language does not have negative impact, and vocalised pauses (um uh er etc.) not distracting	Use of language causes potential confusion, and/or vocalised pauses (um uh er etc.) are distracting	Use of language is inappropriate
Body language	Body language, gestures, and facial expressions add greatly to the message	Body language, gestures, and facial expressions compliment message	Body language, facial expressions and gestures lack variety and spontaneity	Body language, gestures, and facial expressions are lacking or inappropriate
Clarity	Speaks clearly and distinctly all the time with no mispronounced words	Speaks clearly and distinctly nearly all the time with no more than one mispronounced word	Speaks clearly and distinctly most of the time with no more than two mispronounced words	Often mumbles or can not be understood with more than three mispronounced words
Topic is specific, follows assignment Adapted to audience	Topic is specific, appropriate and adapted	Topic is clear appropriate and somewhat adapted	Topic lacks clarity and focus needs adapting to audience	No specific purpose-inappropriate for audience or occasion
Visual Aids	Visual aids well chosen and presented	Minor problems with visual aids	Significant problems with visual aids	No visual aids
Time	Within allotted time	Within 10% of allotted time	Within 20% of allotted time	Not within 20% of allotted time