



**College of Business and Technology
Assurance of Learning Rubric:
Communication Skills – Oral Reports**



To support the mission of the university and the college, the faculty ...will: continuously improve the quality of our undergraduate and graduate programs by developing students' communication skills.

- Assessment measure, oral communication skills: Faculty who give individual student grades for oral presentations will use the standard, college-wide rubric as a component of their grading criteria.
 - Learning Outcome Students in each program will receive individualized feedback multiple times on their oral presentation skills as they progress through the program. The college-wide rubric forms the core of course-level rubrics.

Date: _____ Assignment/ Project Title: _____ Course: _____ Section/time: _____ Student Name(s): _____	Not Used / NA	Below Expectations	Meets Expectations	Exceeds Expectations
College-wide assessment items				
The presenter(s):				
Included technology that was integrated appropriately and seamlessly				
Presentation materials were easily readable (e.g., appropriate font size, colors, and amount of material on each slide)				
Made appropriate eye contact with the audience				
Made appropriate handoffs/transitions with other team members				
Stayed within the specified time limits				
Delivered a report that was logically organized				
Delivered a report that was persuasive				
Delivered a report that was interesting				
Avoided excessive note reading and “back-to-the-audience” reading of the presentation screen				
Were dressed professionally				
Avoided slang expressions (“you know”), inappropriate/sexist language, and “fillers” (e.g., Uh...)				
Avoided nervous or distracting body language				
Used appropriate voice volume for the room/audience				
Course-specific assessment items				

USING THIS RUBRIC

- Where appropriate, incorporate these assessment items into your course-specific grading rubrics.
- Use this form to summarize and report section-level outcomes.
 - By section, aggregated totals within each column for the assessment items used.
 - For numeric/letter grades, for example, a grade of “C” equates to “Meets Expectations,” lower than “C” is “Below Expectations,” and higher than “C” “Exceeds Expectations.”