

PUBLIC SPEAKING RUBRIC

Source: <http://filtod.com>

	5 Exemplary	4 Effective	3 Adequate	2 Marginal	1 Inadequate
Response to Prompt	Point was made and examples given carried a high level of impact for the audience, length of speech was concise and directly to the point	Point was made and examples given were strong but could have been more impactful, length of speech was concise but could be reduced	Point was made and position was understood, time limit was adhered to, the examples chosen were on point	Lack of clarity or frequent shifts in direction, speech starts and stops, or exceeded time limit	No focus, prompt was not addressed, or exceeded time limit, conclusion or opinion did not make sense or show good reasoning ability
Verbal skills	Excellent volume with varied speaking tone, authenticity was evident, good use of emotion when appropriate, word choice was varied, passion for topic was evident	Good volume, speaking voice was understandable, word choice varied, acceptable use of tone or emotion, authentic vs. inauthentic voice may need work, crutch words did not occur	Good volume, speaking voice was understandable, vocabulary used was varied enough for audience interest, minimal use of crutch words, tone was passable or adequate	Intermittent or low volume, speaking voice was not always understandable, word choice was poor or not varied enough, frequent use of crutch words, tone may not have been appropriate for topic	Poor volume, speaking voice was not understandable, word choice was not varied, crutch words were overused, tone was not appropriate for topic
Non-verbal skills	Body language stayed open, hand and body movements emphasized points being made, eye contact was effective, speaker used all of the space available, confidence was evident, varied physical positions related well to the topic	Body language stayed open, hand and body movement was used to emphasize points being made, eye contact was made effectively, confidence was evident	Speaker held open body language, made eye contact with varied amount of audience members, confidence in subject was portrayed	Body language shifted from open and closed, eye contact with audience may need work, fidgeting or nervous habits may be evident, speaker may have appeared too rigid	Body language is closed, no eye contact was made with audience, excessive nervousness is evident, speaker may have appeared too rigid
Slides or Board Writing (if applicable)	Slides were kept to a minimum, were not used as speaker notes, included important takeaways and contained highly impactful visuals, quotes, or graphs, Board writing included visuals, graphs, charts, or was inventive in its use	Slides were not used as speaker notes and contained only the most important takeaways, some use of impactful graphics was evident, Board writing emphasized the main points and included other visuals besides text	Slides were a basic outline of the talk, board writing emphasized main points given	Slides contained too much or not enough information, the professional look of the slides was questionable, board writing was minimal or did not include all the most important points	Slides contained too much or not enough information, slides were not done in a professional manner, board writing was not used when it should have been used to create impact and aid retention