

Rubric for Oral Reports

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Text Structure				
Introduction	No clear introduction.	Greets the audience. No introduction to the report.	Greets the audience and provides a brief introduction.	Audience are greeted appropriately. Topic for report is introduced in clear and concise manner.
Purpose and outline	No purpose or outline provided.	Some attempt made to provide a purpose for the report.	A purpose was provided but with no clear outline.	A clear purpose was provided and the outline for the report was clearly stated.
Main points	No clarity of main points within the report.	Some information was provided.	Key information was provided but lacked clarity and structure.	Information clearly organised. Key facts presented in a clear and logical manner with relevant explanations throughout.
Summarising statement	No summarising statement.	Some attempt made to summarise the report.	A summarising statement was used but did not include all the main points.	The summarising statement was clear, concise and relevant to the report.
Language				
Language features associated with the text type.	Limited connectives and key words used.	Limited use of connectives and key words.	Some good connectives and key words used throughout the report.	A varied and rich use of connectives and key words used appropriately throughout the report.
Subject specific concepts and vocabulary	Very limited use of subject specific concepts and vocabulary.	Repetition of limited vocabulary throughout with little explanation of concepts.	Good use of subject specific vocabulary with some explanation of concepts.	A varied and rich use of subject specific vocabulary with concepts very well presented and explained.
Speaking and Listening Skills				
Broad rules that govern social interaction	Speaker did not seem confident having the floor. Quits if makes a mistake.	Speaker attempted to show confidence but nerves were evident. Some attempts to self-correct.	Speaker was comfortable holding the floor and recovers easily from mistakes.	Speaker was relaxed and self-confident, covering mistakes so unknown to audience.
Use of voice	Poor projection. Mumbled speech with monotone voice. Audience disengaged.	Some projection with most words pronounced accurately. Pace of report needs attention.	Good projection and pronunciation. Some use of expression. Report moved at a suitable pace.	Smooth, effective delivery with clear pronunciation and projection throughout. Appropriate volume, pace and expressions.
Non-verbal behaviours	Poor eye contact with audience. Stiff presentation and posture. Very little facial expression and movement. No props used.	Eye contact made with some of the audience. Shows some facial expression and attempts to use movement and gesture. Very limited use of props.	Good eye contact with audience. Uses some facial expression and appropriate movement to enhance the report. Limited use of props.	Holds attention of the audience with direct eye contact. Uses facial expression to convey meaning and enhance audience understanding. Appeared relaxed and used props appropriately.