

TALKS RUBRIC

Code: $\checkmark+$ \Rightarrow criteria met at a high level; \checkmark \Rightarrow criteria met; $\checkmark-$ \Rightarrow more work needed

CRITERIA	MEASURES	Circle one			READER COMMENTS
		$\checkmark-$	\checkmark	$\checkmark+$	
Content	Good opening: Makes clear what the talk is about, why topic is important and/or worth listening to.	$\checkmark-$	\checkmark	$\checkmark+$	
	Good conclusion: Ends with a summary of key points (for long talks) and/or with a quote or story or anecdote to illustrate main idea.	$\checkmark-$	\checkmark	$\checkmark+$	
	Argument makes sense, the ideas flow logically and coherently, with good segues, sources of evidence cited.	$\checkmark-$	\checkmark	$\checkmark+$	
	Information is interesting: Ideas are presented with examples, stories, and anecdotes to clarify points.	$\checkmark-$	\checkmark	$\checkmark+$	
Clarity	Words enunciated clearly, not mumbled, with effective pauses.	$\checkmark-$	\checkmark	$\checkmark+$	
	Use appropriate and vivid language, defines key terms, signposts the talk.	$\checkmark-$	\checkmark	$\checkmark+$	
	Spoken loud enough to be heard at the back.	$\checkmark-$	\checkmark	$\checkmark+$	
	Talk is paced well. Ends calmly and is not rushed.	$\checkmark-$	\checkmark	$\checkmark+$	
Non-verbal	Good eye contact with audience.	$\checkmark-$	\checkmark	$\checkmark+$	
	Engaging manner (smiles, hand gestures)	$\checkmark-$	\checkmark	$\checkmark+$	
	No distracting mannerisms (patting hair, jangling coins in pocket, too many hand gestures)	$\checkmark-$	\checkmark	$\checkmark+$	
	Good use of audio-visual aids (if applicable). Keeps pace with talk, not too cluttered, does not distract from spoken words.	$\checkmark-$	\checkmark	$\checkmark+$	