

General Education Outcomes Rubric

ORAL COMMUNICATION

The creation of common understanding through the use of verbal and nonverbal messages in a variety of contexts

Students should be at the excellent level upon completion of the associate degree at Sinclair.

Rate the student for each outcome, as Excellent (4), Competent (3), Needs Work (2), or Unacceptable (1). You may circle the number or write a checkmark through the rated box for each outcome.

| Excellent | Competent | Needs Work | Unacceptable | TASK DESCRIPTION: | |
|--|-----------|------------|--------------|--|---------------|
| | | | | | |
| | | | | Course: | Student Name: |
| | | | | OUTCOMES | |
| | | | | COMMENTS (should be specific and instructive, to aid the student's learning and movement to the excellent level) | |
| Organizes messages | | | | | |
| 4 | 3 | 2 | 1 | Organizes ideas in a logical and purposeful way | |
| 4 | 3 | 2 | 1 | Uses effective verbal skills | |
| 4 | 3 | 2 | 1 | Uses effective nonverbal skills | |
| 4 | 3 | 2 | 1 | Explains ideas in a variety of oral communication interactions | |
| Composes and delivers messages | | | | | |
| 4 | 3 | 2 | 1 | Composes oral messages appropriate to an intended audience | |
| 4 | 3 | 2 | 1 | Delivers oral messages appropriate to an intended audience | |
| Acknowledges opinions and differences | | | | | |
| 4 | 3 | 2 | 1 | Acknowledges diverse opinions in communication interactions | |
| 4 | 3 | 2 | 1 | Acknowledges cultural differences in communication interactions | |
| 4 | 3 | 2 | 1 | Acknowledges individual differences in communication interactions | |
| Paraphrases information and opposing points | | | | | |
| 4 | 3 | 2 | 1 | Paraphrases information in conversation | |
| 4 | 3 | 2 | 1 | Paraphrases opposing points of view in conversation | |

Note to Instructor: If an individual outcome is not part of the task/assignment, do not rate that outcome. Write "Not applicable" in the comments section.

| Demonstrates understanding and use of listening behaviors | | | | |
|--|---|---|---|--|
| 4 | 3 | 2 | 1 | Demonstrates understanding of listening behaviors in oral communication situations |
| 4 | 3 | 2 | 1 | Uses attentive listening behaviors in oral communication situations |
| 4 | 3 | 2 | 1 | Uses effective listening behaviors in oral communication situations |
| 4 | 3 | 2 | 1 | Uses respectful listening behaviors in oral communication situations |
| Phrases questions to obtain information | | | | |
| 4 | 3 | 2 | 1 | Phrases questions in order to obtain information in a variety of interactions |
| Uses communication skills | | | | |
| 4 | 3 | 2 | 1 | Uses communication skills to manage conflict |

Note to Instructor: If an individual outcome is not part of the task/assignment, do not rate that outcome. Write "Not applicable" in the comments section.