

<b>Oral Communication Skills Evaluation Form</b>
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Faculty who teach education courses will assign individual students a **U** for each of the seven descriptor headings in which they are deficient. If a **U** is assigned to a descriptor heading, a **S-** or a **U** should be assigned to each of the descriptor items under the descriptor heading. Instructors should read the **Oral Communication Skills Policy** for more information on completing this form. If the student receives an unsatisfactory rating, the instructor should also complete **the Oral Communication Skills Intervention Referral Form**.

Student: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

U for descriptor heading S- or U for descriptor items	
<b>Content</b>	
• Aware of Student Diversity	
• Clear Purpose	
• Developmentally Appropriate	
• Provides Support with Details	
<i>Comments:</i>	
<b>Language</b>	
• Age Appropriate	
• Precise	
• Vivid	
<i>Comments:</i>	
<b>Non-Verbal Delivery</b>	
• Demonstrates integrity	
• Follows the integrity policy regarding plagiarism	
• Keeps confidences	
• Practices discretion	
• Practices trustworthiness	
• Treats everyone respectfully	
• Upholds honesty	
<i>Comments:</i>	

U for descriptor heading  
S- or U for descriptor items

<b>Organization</b>	
• Motivating Introduction	
• Logical Sequence	
• Effective Transitions	
• Effective Conclusions	
• Uses Notes, not Manuscript	
• Works within Time Limit	
<i>Comments:</i>	
<b>Questioning</b>	
• Gives Honest, Respectful Feedback	
• Probes	
• Supports Praise with Reasons	
• Uses Appropriate Types	
• Uses Variety	
• Uses Wait Time	
<i>Comments:</i>	
<b>Use of Visual Aids</b>	
• Appropriate Choice	
• Appropriate Color	
• Appropriate Size	
• Displays Key Ideas, Not Details	
• Graphics/Animation Enhance but Don't Distract	
• Readable	
• Supports Content	
<i>Comments:</i>	
<b>Vocal Delivery</b>	
• Appropriate Vocal Variety	
• Clear Articulation	
• Correct Pronunciation	
• Effective Pace	
• Effective Volume	
• Emphasis	
• Minimum of/No Fillers, i.e. umm, err	
<i>Comments:</i>	