

Aligning Your Assignment Instructions to ILO Oral Communication Rubric Categories

Your ILO Oral Communication Assignment Being Used For Assessment

An assignment in your course section is being used to assess undergraduate student work as part of university-wide Institutional Learning Outcome (ILO) assessment of oral communication across disciplines. The use of your assignment for institutional assessment is a valuable contribution to the University's ongoing commitment to continuously improve how we help students improve their communication skills. As appropriate, American Sign Language may be substituted for oral communication.

What will Be Assessed

The oral communication ILO assessment will use the rubric included below. The rubric was developed, piloted, adopted, implemented, and assessed by CSUEB faculty across disciplines. It includes the oral communication competencies that all CSUEB students are expected to achieve, so **all** five rubric categories will be assessed:

- Purpose conveys central idea(s)
- Organization supports the main purpose(s)
- Presentation of supporting ideas
- Delivery
- Language

It is highly encouraged for you to share the ILO rubric with your students. Your assignments may include multiple elements that move beyond this rubric, however it is valuable for students to understand the importance of the ILOs the university has committed to for their future success.

Assignment Length

A presentation of at least 3-5 minutes in length will provide faculty assessors with enough substance to reasonably assess oral communication competency.

Sample Assignment Instructions

Some or all sentences below could be added to your existing assignment instructions. They help guide the students to address all the rubric categories in their presentation. Individual as well as group presentations should cover all assessment criteria.

Develop and give a X minute presentation on TOPIC X. Clearly state your central idea(s), appropriate to the assignment and audience you are presenting to (*Purpose*). Your presentation should be logically organized and cohesive as you present your idea(s) so the audience can follow your presentation (*Organization*). Using research and relevant course material, provide reasons, explanations, and examples to validate your claims (*Supporting Ideas*). Practice your presentation several times (alone or with peers) to ensure that it is engaging and that you connect with your audience (*Delivery*). Develop your presentation using the most relevant language to express your idea(s) effectively and coherently for your intended audience (*Language*).

Category being assessed	Additional Assignment Instruction Examples
Purpose conveys central idea(s)	<p><i>Example 1:</i> Explain why you selected this topic and explain the importance and relevance of the central idea.</p> <p><i>Example 2:</i> Include specific statements in your presentation that outlines what your presentation will cover, like "In this presentation I will.. ", "I am going to be discussing... because ..."</p>
Organization supports the main purpose(s)	<p><i>Example 1:</i> Structure your presentation around the central idea(s), and discuss any research, course material, or other evidence to support your idea(s).</p> <p><i>Example 2:</i> Clearly lay out what you will be presenting to your audience.</p>
Presentation of supporting ideas	<p><i>Example 1:</i> When presenting any evidence, make sure that it clearly supports and is relevant to your central idea.</p>

	<i>Example 2:</i> Provide reasons, explanations, and examples from your research and preparation of material to validate and support any statements that you make in the presentation.
Delivery	<i>Example 1:</i> Speak slowly. Make eye contact with the audience and interact with any material you present (e.g. PowerPoint slides), but focus your presentation more on your audience than the material. <i>Example 2:</i> Build in repetition to help your audience understand. <i>What is most important.</i>
Language	<i>Example 1:</i> Review the language and terminology you will use for your presentation to be sure it is appropriate for the target audience and topic. <i>Example 2:</i> Practice your presentation. It is also encouraged that you practice the presentation with peers to determine if the language and style are appropriate for your audience.

ILO Oral Communication Rubric to be used for assessments

Cal State East Bay Revised ILO Oral Communication Rubric Academic Senate 11-17-22/President Approved 2-21-23				
Description: Oral communication is a prepared, purposeful presentation designed to increase knowledge, foster understanding, or promote change. Broad diversity of an individual's background is considered (e.g. verbal or non-verbal communication).				
	4	3	2	1
Purpose Purpose conveys central idea(s).	Presentation clearly conveys the purpose throughout.	Presentation mostly conveys the purpose throughout.	Presentation somewhat conveys the purpose throughout.	Presentation does not convey the purpose.
Organization Organization supports the main purpose(s). <i>Organization may include logical order, cohesiveness, effective transitions, genre.</i>	Organization clearly supports the purpose.	Organization mostly supports the purpose.	Organization somewhat supports the purpose.	Organization does not support the purpose.
Presentation of supporting ideas <i>Supporting ideas may include citations, examples, ideas, anecdotes, qualitative, and quantitative.</i>	Supporting ideas are integrated around the purpose.	Supporting ideas are mostly integrated around the purpose.	Supporting ideas are somewhat integrated around the purpose.	Little or no evidence is integrated around the purpose.
Delivery <i>Delivery may include timing, eye contact, movement, voice, audience engagement, and/or presentation aids.</i>	Delivery strongly enhances the effectiveness of the presentation.	Delivery mostly enhances the effectiveness of the presentation; minor errors do not significantly detract from the effectiveness of the presentation.	Delivery is somewhat effective; errors somewhat detract from the effectiveness of the presentation.	Delivery is not effective; errors significantly detract from the effectiveness of the presentation.
Language <i>Language may include word choice, vocabulary, jargon, and/or grammar, as appropriate to the audience.</i>	Language strongly supports the clear expression of ideas.	Language mostly supports the clear expression of ideas.	Language somewhat supports the clear expression of ideas.	Language provides little or no support for the clear expression of ideas.