

FX-TM Oral Session Rubric

Trainee Name: _____ Trainer Name: _____ Date: _____

CATEGORY	Exceeds Expectation	Meets Expectation	Needs Improvement	N/A	Comments
Comprehension • Content • Preparedness • Vocabulary • Examples • Accuracy • Ability to answer follow up questions	Accurately answers all questions, including follow up questions, which demonstrates a depth of knowledge on the topic. Completely prepared and uses vocabulary appropriate for the audience. Trainee has the ability to define and/or give examples or analogies for words that may be new to the audience.	Accurately answers a majority of the questions as well as the follow up questions, which shows a good understanding of the topic. Minimally prepared and uses vocabulary appropriate for the audience. Includes words that might be new to most of the audience, but does not define them and/or use appropriate examples or analogies.	Does not accurately answer the questions or follow up questions, which does not show a good understanding of the topic. Does not seem at all prepared and uses words or phrases that are not understood by the audience and does not define them or use any examples or analogies.		

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CATEGORY	Exceeds Expectation	Meets Expectation	Needs Improvement	N/A	Comments
<p>Effective Communication</p> <ul style="list-style-type: none"> • Pauses • Speaks Clearly • Stays on Topic • Uses Complete Sentences • Fillers (Ums/Uhs) • Volume • Enthusiasm 	<p>Speaks clearly and distinctly all of the time. Pauses were effectively used to improve meaning. Stays on topic all of the time. Always speaks in complete sentences. Volume is loud enough to be heard by all audience members throughout the session. Facial expressions and body language generate a strong interest and enthusiasm about the topic. No fillers such as um/uh were used while speaking.</p>	<p>Speaks clearly and distinctly most of the time. Pauses were intentionally used but were not effective in improving meaning. Stays on topic most of the time. Mostly speaks in complete sentences. Volume is loud enough to be heard by all audience members some of the time. Facial expressions and body language sometimes generate a strong interest and enthusiasm about the topic, but seem somewhat faked. Fillers such as um/uh were used some while speaking.</p>	<p>Often mumbles or can not be understood. Pauses were not intentionally used. It was hard to tell what the topic was. Rarely speaks in complete sentences. Volume often too soft to be heard by all audience members. Very little use of facial expressions or body language. Did not generate much interest in topic being presented. Fillers such as um/uh were used often while speaking.</p>		

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CATEGORY	Exceeds Expectation	Meets Expectation	Needs Improvement	N/A	Comments
Demeanor <ul style="list-style-type: none"> • Posture and Eye Contact • Confidence 	Stands/sits up straight, looks relaxed and confident. Establishes eye contact with everyone in the room during the session.	Most of the time, stands/sits up straight and establishes eye contact with everyone in the room during the session.	Slouches and/or does not look at people during the session.		
Other <ul style="list-style-type: none"> • Attire • Use of Demonstrative Aids 	Uses several demonstrative aids that show an understanding of the topic. Casual business attire.	Uses some demonstrative aids that show some understanding of the topic. Casual business attire, but seemed somewhat wrinkled.	Uses no demonstrative aids OR the demonstrative aids chosen detract from the topic. General attire not appropriate for audience (t-shirt, shorts).		