

Explanatory Speech Outline Grading Rubric

This assignment will be uploaded to Blackboard and graded online using the rubric shown below:

	Missing 0	C 21-23.5	B 24-26.5	A 27-30
Level of Detail	Outline includes only key word and phrases	Outline is written in complete sentences, but has far too little detail for the type and length of speech	Outline is written in complete sentences and has almost everything the speaker plans to say in the speech, but is not quite as detailed as a speech of this type and length should be	Outline is written in complete sentences and has adequate detail for a speech of this type and length. Everything that the speaker plans to say in the speech is included in the preparation outline
Outline Format	The outline is not formatted using the appropriate symbols, indentions, spacing, and labels	The outline is complete and includes some outline formatting (symbols, indentions, spacing, labels), but is missing some of these components	The outline mostly uses appropriate formatting, including the correct outline symbols, indentions, spacing, and labels	The entire outline uses appropriate formatting, including the correct outline symbols, indentions, spacing, and labels
Proofreading	Final preparation outline is unreadable, illogical, made up only of key words, or not turned in	Final preparation outline is written in complete sentences and contains several significant grammar, syntax, or spelling errors	Final preparation outline is written in complete sentences and contains a few minor grammar, syntax, or spelling errors	Final preparation outline is written in complete sentences and contains no grammar, syntax, or spelling errors
Source Citations in Outline	No source citations are included in the final preparation outline	Sources are included in the outline, but are not cited the way they should be in an outline	Sources are integrated throughout the outline in the places that they will be cited orally in the speech, but are not written in the correct citation format	Sources are integrated throughout the outline in the places that they will be cited orally in the speech. Source citations in the outline are written in the correct citation format
Source Citations and Support Materials Labeled	No sources or support materials are labeled in the final outline using the <i>Add Comments</i> feature	A few sources and support materials are labeled in the final outline using the <i>Add Comments</i> feature	At least three sources and three support materials are labeled in the final outline using the <i>Add Comments</i> feature, but there are not three separate types of each	At least three types of sources and three types of support materials are labeled in the final outline using the <i>Add Comments</i> feature
APA Reference List	No references list is included	The references list is included and is consistently formatted, but is not formatted in APA style	The references list is included and adheres closely to APA formatting guidelines, but has some mistakes	The references list is included and adheres to APA formatting guidelines perfectly