Oral Communications Skills Marking Guide

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| Competition No: [Competition No] | | | | |
| Position Title: [Position Title] | | | | Date: [Date] |
| Candidate’s Name: [Name] | | | | |
|  |  |  | | |
| Competency | Ranking (1-3) | | Notes | |
| Clarity |  | |
| Conciseness |  | |
| Complete |  | |
| Logic |  | |
| Correct vocabulary, grammar and usage |  | |
| Listening/comprehension |  | |
| Additional (optional) |  | |
| Overall average score |  | |
| General comments | | | | |

## Core Criteria:

#### Clear:

* Message is clear, direct and easily understood, free of jargon

#### Concise:

* Brief and to the point

#### Complete:

* All necessary information identified and articulated – no questions left unanswered for the listener/reader

#### Correct:

* Vocabulary and usage: accurate, correct language and vocabulary usage; chose level, language, style, tone appropriate to the audience; grammar: rules of grammar are observed, grammatically correct structures are used

#### Logic:

* Organized, ideas are logically developed and presented in reasonable sequence, emphasis is on key points and/or principles / identified and highlighted

#### Listening/Comprehension:

* (Optional - use if a question and answer period, role-play or audience interaction is involved); actively attended to, and conveyed an understanding of the comments and questions of others listened/read attentively for the messages being conveyed; recalled key points and took them into account in one’s own communications

#### Additional Criteria:

* (If/when situation / assessment tool requires) gender-neutral language; persuasive; convincing; dealt effectively with unreceptive, hostile, critical, disruptive participants.