

Rubric for Oral Communication & Listening Skills

Student ID _____

BCom Learning Goal 2

Communication Skills: Graduates can communicate complex ideas effectively and accurately in a range of contexts.

BCom Learning Objective 2d

Demonstrate oral communication and listening skills in small group learning environments.

Trait	Exemplary	Satisfactory	Unsatisfactory	E/S/U
Listening	<ul style="list-style-type: none"> <input type="checkbox"/> Listens actively and purposefully, and is attentive, courteous and sensitive to the ideas, tone and purpose of the conversation. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attentive, courteous and willing to listen to others, and accepts hearing the ideas of others. 	<ul style="list-style-type: none"> <input type="checkbox"/> Distracted or uninvolved, and through language, tone and/or nonverbal behaviour does not accept hearing the views of others. 	
Engagement	<ul style="list-style-type: none"> <input type="checkbox"/> Communicates with a respectful tone, language and actions which demonstrates an openness to differences or changes in opinion. <input type="checkbox"/> Is focused and actively addresses distractions through moderating the conversation. <input type="checkbox"/> Actively incorporates others in the conversation. 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicates with a respectful tone and language. <input type="checkbox"/> Remains focused by not succumbing to distractions. <input type="checkbox"/> Invites comments from classmates. 	<ul style="list-style-type: none"> <input type="checkbox"/> Does not communicate with a respectful tone or language. <input type="checkbox"/> Is easily distracted. <input type="checkbox"/> Does not engage with others either through not contributing or by dominating the conversation and excluding others. 	
Elaboration and connections	<ul style="list-style-type: none"> <input type="checkbox"/> Builds on what others say, by reflecting on and referring to previous parts of the conversation <input type="checkbox"/> Explores the topic more deeply. <input type="checkbox"/> Makes connections among concepts or prior knowledge. 	<ul style="list-style-type: none"> <input type="checkbox"/> Follows and adds to what others say. <input type="checkbox"/> Makes connections to prior knowledge. 	<ul style="list-style-type: none"> <input type="checkbox"/> Does not relate to or add to the contributions of others. <input type="checkbox"/> Any prior knowledge used bears little relevance to the topic. 	
Questioning	<ul style="list-style-type: none"> <input type="checkbox"/> Propels conversation by posing and responding to questions that probe reasoning and deepen understanding. 	<ul style="list-style-type: none"> <input type="checkbox"/> Propels conversation by posing and responding to clarifying questions or asking for additional evidence. 	<ul style="list-style-type: none"> <input type="checkbox"/> Rarely asks or responds to questions, or asks questions that are irrelevant and off-topic. 	
Holistic judgement	<ul style="list-style-type: none"> <input type="checkbox"/> Excellent oral communication and listening skills for students at this level. 	<ul style="list-style-type: none"> <input type="checkbox"/> Satisfactory oral communication and listening skills for students at this level. 	<ul style="list-style-type: none"> <input type="checkbox"/> Unsatisfactory oral communication and listening skills for students at this level. 	