

## Preview - Draft Outline Grading Rubric

This is the grading rubric for the draft outline. Correct any missing elements prior to submitting formal outline for final grading.

Objective/Criteria	Performance Indicators		
	Satisfactory	Needs Improvement	Unsatisfactory
<b>Specific Purpose</b>	(0.5 points) Infinitive phrase. Clear and appropriate to assignment.	(0.25 points) Is not an infinitive phrase or is too vague and general.	(0 points) Incomplete or missing.
<b>Open with Impact</b>	(0.5 points) All introductory elements in place and in proper order. Opening grabs the audience.	(0.25 points) Introductory elements not in order or statement does not clearly represent getting the attention of the audience.	(0 points) Incomplete or missing.
<b>Thesis</b>	(0.5 points) Thesis is clear and one sentence.	(0.25 points) Thesis is not a single, complete sentence and/or does not adequately capture the central theme of your speech.	(0 points) Incomplete or missing.
<b>Connect with Audience</b>	(0.5 points) Connect demonstrates relevance with audience.	(0.25 points) Lacking relevance with audience. Why is your topic important to the audience?	(0 points) Incomplete or missing.
<b>Preview Statement</b>	(0.5 points) Preview statement follows main ideas.	(0.25 points) Preview does not follow the same order as the main ideas or not properly stated.	(0 points) Incomplete or missing.
<b>Body</b>	(1 points) Your outline meets the requirement for complete sentences. Your main points are fully developed. Your sub and supporting points are properly identified and organized to support main idea. Your signposts adequately introduce the next points. Your main points develop your	(0.5 points) Your outline is too skimpy or too extensive. You overlook the requirement for complete sentences. Your main points do not fully develop your thesis statement or your subpoints do not fully develop your main points. Your signposts do not adequately introduce the next	(0 points) The body is not fully developed, demonstrates little effort, incomplete or missing.

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	thesis statement.	points.	
<b>Closing Elements</b>	(0.5 points) Your summary accurately recaps your main points. Your close is memorable.	(0.25 points) Your summary does not accurately recap your main points. Your close with impact is not memorable.	(0 points) Incomplete or missing.
<b>References</b>	(0.5 points) References presented in APA format or minor errors.	(0.25 points) Your citation of sources is inadequate or not in APA format.	(0 points) No attempt to format or missing.
<b>Format</b>	(0.5 points) The format follows assignment requirements or minor errors to be corrected.	(0.25 points) You have not labeled introduction, body, and/or conclusion. You have not labeled speech components. You have more than one sentence per letter/number. The outline does not meet college standards of composition (too many mechanical errors).	(0 points) Incomplete or too little work completed.
			out of 5