

**Approved Workman Institute
Written Outline Grading Rubric**

Component		Score (1 to 5)
Introduction	Use of bullet points not a written speech	
	Hook statement & background information	
	Thesis statement	
	Outline of major points	
Point #1	Major Point #1	
	Claim(s)	
	Evidence(s)	
	Concluding statement	
Point #2	Major Point #2	
	Claim(s)	
	Evidence(s)	
	Concluding statement	
Point #3	Major Point #3	
	Claim(s)	
	Evidence(s)	
	Concluding statement	
Conclusion	Restatement of Thesis	
	Summarization of main points	
	Conclusion	
	Overall structure and clarity	
Total score		0

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Oral Sermon Grading Rubric**

Component		Score (1 to 10)
Content	<i>Outlining and transitions</i> : clear statement of outline; transitions are easy to follow; audience always knows where they are in the outline	
	<i>Focus on content</i> : avoids fables, rambling, references to self, inside jokes, comments about time, and other time wasters	
	<i>Visual aids</i> : use of chart, slides, dry erase board and/or other visual tools to facilitate understanding and add visual appeal	
Voice	<i>Voice</i> : sufficient projection; variation in volume and inflection for emphasis and to maintain interest	
	<i>Elocution</i> : Speaks clearly and distinctly; easy to understand; concise wording; proper grammar and pronunciation	
	<i>Pacing</i> : pace that is easy to follow; pauses for emphasis and to hold attention; states verse reference at least twice and allows audience to find the verse	
Body Language	<i>Poise & appearance</i> : command presence that holds attention; stands up straight; relaxed, self-confident appearance; appropriate dress and grooming	
	<i>Eye contact</i> : builds trust and holds attention through eye contact with entire audience	
	<i>Gestures</i> : facial expressions and gestures are natural and correspond to content to provide emphasis, show enthusiasm, and generate interest	
	<i>Movement</i> : natural movement to provide variety, engage audience, and hold attention	
Total score		0