



## ASSIGNMENT CHECKLIST ORAL COMMUNICATION

The Office of Institutional Effectiveness & Evaluation (OIEE) designed the Oral Communication Assignment Checklist to aid instructors in selecting and/or designing an assignment for Core Curriculum Assessment. The assignment design should ensure that the artifacts (student-produced work) submitted for assessment demonstrate the core objective of Oral Communication. The related rubric criteria are identified in parentheses.

### THE ASSIGNMENT DIRECTS STUDENTS TO:

- Orally state the central message (Central Message)
- Support the central message with evidence (Central Message)
- Address an audience outside of self (Central Message, Organization, & Presentation)
- Organize the information (Organizational Pattern)
- Choose language appropriate for the audience (Presentation)
- Speak intelligibly, thoughtfully, and coherently (Presentation)

Instructors are encouraged to review the Oral Communication Rubric and the technical details of submitting artifacts on the OIEE website ([assessment.tamu.edu/core](https://assessment.tamu.edu/core)). Contact [assessment@tamu.edu](mailto:assessment@tamu.edu) for assistance in assignment design, review, and submission.

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Questions can be directed to the Office of Institutional Effectiveness & Evaluation.  
Website: [assessment.tamu.edu](https://assessment.tamu.edu)      Email: [assessment@tamu.edu](mailto:assessment@tamu.edu)      Phone: (979) 862-2918

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