Conversational Skills Rating Scale
Adapted from Spitzberg, Brian H. and Thomas W. Adams III.
The National Communication Association Conversational Skills Rating Scale: An Instructional Assessment of Interpersonal Competence.

Student Name: ____________________________
Date: ____________________________ Class: ____________________________

[Note: Instructor can evaluate or class members can also evaluate each other in discussions]

1 = INADEQUATE use is awkward, disruptive, or results in a negative impression of communication skills
2 = FAIR occasionally awkward or disruptive, occasionally inadequate
3 = ADEQUATE sufficient but neither noticeable nor excellent. Produces neither strong nor negative impression
4 = GOOD use was better than adequate but not outstanding
5 = EXCELLENT use is smooth, controlled, results in positive impression of communicative skills

Circle the single most accurate response for each behavior:

HOW DID STUDENT SPEAK?
1 2 3 4 5
1 2 3 4 5 Speaking rate (neither too slow nor to fast)
1 2 3 4 5 Speaking fluency (pauses, silences, "uh", etc.)
1 2 3 4 5 Vocal confidence (neither too tense/nervous nor overly confident sounding)
1 2 3 4 5 Articulation (clarity of pronunciation)
1 2 3 4 5 Vocal variety (neither overly monotone nor dramatic voice)
1 2 3 4 5 Volume (neither too loud nor too soft)
1 2 3 4 5 Posture (neither too closed/formal or too open/informal)
1 2 3 4 5 Use of eye contact

WHAT DID STUDENT SAY?
1 2 3 4 5
1 2 3 4 5 Engagement in conversation (readiness to respond to others)
1 2 3 4 5 Asking of questions (appropriately request clarification)
1 2 3 4 5 Prepared for conversation (able to support statements/opinions in conversation)
1 2 3 4 5 Initiation of new topics
1 2 3 4 5 Maintenance of topics and follow-up comments
1 2 3 4 5 Listens to classmates' thoughts and allows others to speak
1 2 3 4 5 Offered insightful comments that provoked new thoughts from others

OVERALL RATING
1 2 3 4 5
1 2 3 4 5 Good conversationalist
1 2 3 4 5 Competent communicator
1 2 3 4 5 Appropriate communicator
1 2 3 4 5 Effective communicator