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|  | R  0-49 | Level 1  50-59 | Level 2  60-69 | Level 3  70-79 | Level 4  80-100 |
| Voice/ tone/ volume | You do not speak. If you disagree you yell to be heard. Other groups are distracted by you. You put people down. | Sometimes we can not hear you. Or, you are too loud and disrupt other groups. | Your voice is mostly audible. You may be sarcastic or use other tones that damage discussion. | Uses audible volume and varies tone as needed. Tone is professional. | Your voice is engaging and you are enthusiastic. Your words and tone brings shy speakers into the discussion. |
| Posture/ eye contact | You are slouching / leaning away and seem disinterested. | You are holding your head in your hands/ tired. Your posture is closed off. | You look at some speakers. You are somewhat confident | Mostly good posture. You look at most speakers and stay positive. | Confident posture. You lean and look towards each and every speaker. |
| Gesture  (Hands and head) | You are fidgeting with something and are distracting. | You are fidgeting with something but it is not distracting to the group. | You somewhat respond appropriately to the speaker through non-verbal gestures. | You mostly respond appropriately to the speaker non-verbally: Nod, tilt, mirroring, smiles, | You constantly appropriately respond non-verbally to the speaker appropriately: Nod, tilt, mirroring, smiles, |
| Focus | You have texted or have head phones/ ear buds in. | Your technology sometimes distracts you from the conversation. | Your technology is out on the desk. But your focus is mostly on people. | Your technology is completely away. | Technology is completely away. And, you politely encourage other group members to do the same. |

**Non-Verbal Communication Rubric:**

**Listening Focus in a small group conversation**

Final Grade/ Level: **(if your accompanying task is missing or incomplete 10% will b e deducted from any grade.**