

Oral Communication – Presentation - Rubric (Outside the Capstone)

January 14, 2010

Oral Presentation Assignment

OBJECTIVES	ADVANCED	PROFICIENT	SATISFACTORY	UNSATISFACTORY
<u>1. Organization and Development</u> Discover, organize and deliver content that is adapted to the audience, purpose, and context	Topic, purpose, and content are expertly fitted to audience and setting; presentation is engaging and very easy to follow.	Topic, purpose, and content are well fitted to audience and setting; presentation shows good organization.	Topic, purpose, and content relate to audience and setting for the most part; organization of the presentation is adequate.	Topic, purpose, and content are inappropriate for the audience and setting; presentation is very difficult to follow.
<u>2. Presentation Delivery</u> Uses appropriate language and delivery techniques (e.g., loudness, gestures, posture, eye contact)	Speaker is exceptionally articulate. Projection and volume are excellent. The speaker makes constant and appropriate eye contact and engages the audience superbly. There are no pauses or other distractions that detract from the presentation.	Speaker is articulate. Projection and volume are good. The speaker makes good eye contact and engages with the audience noticeably. There are few pauses or other distractions that detract from the presentation.	Speaker's articulation is adequate. Projection and volume are acceptable but could be improved. The speaker makes some eye contact with the audience but could be more engaging. There are some pauses or other distractions but they do not significantly detract from the presentation.	Speaker is inarticulate. Projection and volume are inadequate. Eye contact is minimal or nonexistent. There are pauses or other distractions that seriously detract from the presentation.
<u>3. Use of Presentation Technology(if required)</u> Uses computer-based presentation technology to effectively communicate	Presentation components are superb in all respects. Figures and all elements of the slides are of the highest quality. Slides are exceptionally clear readable. Presentation design is innovative and creative. No slides are read verbatim.	Presentation components are very good in quality. Figures and all elements of the slides are executed well, with no major problems. Slides are on the whole clear and easily readable. Presentation design is very good. Very few slides are read verbatim.	Presentation components are acceptable, with room for improvement. Figures and all elements of the slides are adequate even though minor errors may be present. Slide readability and clarity could be improved. Presentation design is adequate. Some slides are read verbatim.	Presentation components are unacceptable, with major flaws. Figures or other slide elements have significant flaws. Slide readability and clarity are substandard and negatively impact the overall presentation. Design is sloppy or poorly thought out. Many slides are read verbatim.
<u>4. Interaction</u> Listen actively and respond thoroughly and thoughtfully to questions.	Speaker thoroughly and expertly responds to questions with material that goes beyond ideas already presented; shows expertise in listening and speaking protocols.	Speaker thoroughly responds to questions with material that sometimes go beyond ideas already presented; shows awareness of listening and speaking protocols.	Speaker responds to questions adequately, but rarely goes beyond the material presented; awareness of listening and speaking protocols is acceptable but could be improved significantly.	Responses to questions are inarticulate or incorrect; presenter shows minimal or no awareness of listening and speaking protocols.
<u>5. Documentation and Supporting Material</u> Create and use appropriate supporting materials and presentation aids	Documentation and supporting material reinforce the presentation, exceed requirements and are expertly incorporated.	Documentation and supporting material adequately reinforce the presentation, meet requirement and are well incorporated.	Documentation and supporting material adequately reinforce the presentation and meet basic requirements.	Documentation and supporting material are not used or are totally inadequate.

Adapted from Northern Arizona University