

Oral Presentations Evaluation Rubric

Student's Name: _____ Date: _____ Total Points (112 possible) _____

This form will be used to evaluate all oral presentations. Points will be assigned based on the given criteria.

<p>(1) Needs Improvement - Major problems in meeting specified criteria and/or major errors in the opening, delivery or closing.</p>	<p>(2) Acceptable - Some problems in meeting specified criteria and/or some errors in the opening, delivery or closing.</p>	<p>(3) Above Average - Few problems in meeting specified criteria and/or few errors in the opening, delivery or closing.</p>	<p>(4) Excellent - Clearly and effectively met criteria with few, if any, minor errors in the opening, delivery or closing.</p>
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Opening **NI A AA E**

Greeted audience and introduced themselves.....	1	2	3	4
Used a strong opening (startling statement, narrative, anecdote, question, quotation, etc.)	1	2	3	4
Introduced the topic and provided an overview of the main points (usually three or less)	1	2	3	4
Smooth transitions to the next presenter in a group presentation (mark #4 for individuals)	1	2	3	4

Clear Pronunciation

Spoke clearly with minimal mispronounced words	1	2	3	4
Used proper grammar with no slang or profanity	1	2	3	4
Did not utter filler words/sounds	1	2	3	4
Avoided hackneyed clichés	1	2	3	4

Sufficient Projection and Speaking Speed

Projected voice well enough to be heard by entire audience	1	2	3	4
Spoke at an optimal speed	1	2	3	4
Used a speaking style appropriate to the occasion (authoritative or conversational styles)	1	2	3	4

Posture and Demeanor

Maintained good posture	1	2	3	4
Stood still without swaying or fidgeting	1	2	3	4
Consistently projected an appropriate persona (such as: casual or serious)	1	2	3	4

Energy, Gestures, and Eye Contact

Maintained direct eye contact with audience	1	2	3	4
Appeared energetic and motivated by the presentation content	1	2	3	4
Used natural gestures, fluid movements, and appropriate facial gestures	1	2	3	4
Displayed no distracting mannerisms	1	2	3	4

Oral and Visual Communication Technologies

Demonstrated knowledge of use of visual technologies (handouts, or multimedia projectors)	1	2	3	4
Used microphones/narration well when appropriate (mark #4 when not appropriate)	1	2	3	4

Appropriate Attire

Student wore modest clothing as well as minimal jewelry and/or makeup	1	2	3	4
Appropriate Dress	1	2	3	4
Business casual - shirt with tie or modest blouse that is not low cut with sleeves, dress slacks or knee-length dress/skirt, black socks or natural tone hose				

Closing

Concluded the presentation within specified time constraints	1	2	3	4
Cued audience that presentation was ending	1	2	3	4
Restated the main points that were covered	1	2	3	4
Provided conclusions/findings/recommendations	1	2	3	4
Ended with vivid positive picture	1	2	3	4
Invited questions or comments from the audience	1	2	3	4

Additional Comments: _____
