

# Oral Presentation Rubric

<p style="text-align: center;"><b>Content</b></p>	<ul style="list-style-type: none"> <li>--Uses details, facts, questions, demonstration, visual, or personal anecdote to gain audience's attention</li> <li>--Clearly identifies the topic</li> <li>--Has the overall structure of the presentation clearly in mind at the outset</li> <li>--Covers the topic effectively with enough information</li> <li>--Answers all appropriate questions</li> </ul>	<ul style="list-style-type: none"> <li>--Uses a brief introduction to gain the audience's attention</li> <li>--Audience knows "mostly" what the presentation is about</li> <li>--Has a general idea of where the presentation is going</li> <li>--Presents minimally adequate information to cover the topic</li> <li>--Answers most of the appropriate questions</li> </ul>	<ul style="list-style-type: none"> <li>--Uses a one-sentence introduction to gain the audience's attention</li> <li>--Provides little information about how the topic will be covered</li> <li>--Ends inconclusively</li> <li>--Presents little information</li> <li>--Answers very few questions</li> </ul>	<ul style="list-style-type: none"> <li>--Just "starts talking" without trying to gain the audience's attention</li> <li>--Audience is left to wonder what the presentation is about</li> <li>--Just "stops talking" without a conclusion</li> <li>--No appropriate information presented</li> <li>--No questions answered</li> </ul>
<p style="text-align: center;"><b>Coherence &amp; Organization</b></p>	<ul style="list-style-type: none"> <li>--Obvious evidence of planning and preparation</li> <li>--Effective notes used to segue smoothly from one point to another</li> <li>--Beginning, middle, and end are clearly communicated</li> <li>--Main points adequately developed / analyzed and supported with appropriate details</li> <li>--Appropriate diction and syntax are clearly evident</li> </ul>	<ul style="list-style-type: none"> <li>--Adequate evidence of planning and preparation</li> <li>--Some use of notes to segue from one point to another</li> <li>--Beginning, middle, and end are understandable</li> <li>--Main points are developed but not fully analyzed nor supported adequately with appropriate detail</li> <li>--Some evidence of editing to achieve appropriate diction and syntax</li> </ul>	<ul style="list-style-type: none"> <li>--Some evidence of preparation and planning</li> <li>--Too few notes interfere with smooth transitions from one point to another</li> <li>--Presentation omits a key part (beginning, middle, or end)</li> <li>--Main points poorly developed without analysis / too few supporting details</li> <li>--Little evidence of editing to achieve appropriate diction and syntax</li> </ul>	<ul style="list-style-type: none"> <li>--Little evidence of preparation and planning</li> <li>--No use of notes</li> <li>--No clear beginning, middle, and end</li> <li>--Main points not developed / analyzed -- no supporting details</li> <li>--No evidence of editing to achieve appropriate diction and syntax</li> </ul>
<p style="text-align: center;"><b>Presence</b></p>	<ul style="list-style-type: none"> <li>--Clear evidence of rehearsing</li> <li>--Volume is appropriate</li> <li>--Pacing is appropriate</li> <li>--Body language suits the delivery</li> <li>--Enthusiasm shown from start to finish</li> </ul>	<ul style="list-style-type: none"> <li>--Some evidence of rehearsing</li> <li>--Volume usually suitable</li> <li>--Pacing generally appropriate</li> <li>--Body language usually suits the delivery</li> <li>--Enthusiasm shown most of the time</li> </ul>	<ul style="list-style-type: none"> <li>--Little evidence of rehearsing</li> <li>--Volume sometimes fluctuates</li> <li>--Pacing sometimes fluctuates</li> <li>--Body language often "out of synch" with the delivery</li> <li>--Little enthusiasm shown</li> </ul>	<ul style="list-style-type: none"> <li>--No evidence of rehearsing</li> <li>--Volume consistently too low</li> <li>--Pacing too slow or fast throughout presentation</li> <li>--Body language either non-existent or consistently inappropriate</li> <li>--No enthusiasm shown</li> </ul>
<p style="text-align: center;"><b>Visuals, etc.</b></p>	<ul style="list-style-type: none"> <li>--Painstakingly planned and prepared</li> <li>--Balanced use of multimedia materials</li> <li>--Properly used to develop topic</li> <li>--Use of media is varied and appropriate</li> </ul>	<ul style="list-style-type: none"> <li>--Adequately planned and prepared</li> <li>--Use of multimedia not quite so effectively tied to topic</li> </ul>	<ul style="list-style-type: none"> <li>--Some planning and preparation</li> <li>--Choppy use of multimedia materials</li> <li>--Lacks smooth transition from one medium to another</li> <li>--Multimedia not clearly connected to thesis</li> </ul>	<ul style="list-style-type: none"> <li>--No evidence of planning and preparation</li> <li>--Little or no multimedia used or ineffective use of multimedia</li> <li>--Imbalance in use of materials</li> </ul>