

Oral Presentation Rubric

| TRAIT | Unacceptable (1) | Acceptable (2-3) | Excellent (4-5) | Score |
|-----------------------------------|---|--|--|--------------|
| Introduction | No opening statement or irrelevant statement. Leaves listener wondering where the presentation is headed. | Has opening statement relevant to topic and gives outline of speech. Mostly organized, provides an adequate “road map” for the listener. | Has a clear opening statement that catches audience’s interest. Speaker stays focused throughout. | |
| Voice Quality | Difficult to understand what is being said. Voice is too soft or too loud. Pace is often too quick or too slow. | Speaker easily understood – appropriate pace and volume. | Excellent delivery. Voice modulation, enthusiasm, interest and confidence effectively displayed. | |
| Mannerisms | Demonstrates two or more distracting mannerisms. | Demonstrates one or no distracting mannerisms. | Uses body language effectively to maintain audience’s interest. | |
| Use of Media | Entire presentation relies too heavily on slides or notes. Slides contain too much text. Makes little eye contact. Reads notes/slides during the entire presentation. | Looks at slides occasionally to keep on track with presentation. Appropriate number of slides. | Slides are used effortlessly to enhance speech. Audience given time to absorb slide content before points are elaborated on. | |
| Content | Does not meet the minimum requirements. | Meets the minimum requirements with adequate link to class materials. | Meets the requirements with detailed information that is very thorough and relevant to course. | |
| Quality of Conclusion | Missing or poor conclusion. No summary of points that brought speaker to this conclusion. | Summarizes presentation’s main points and draws conclusions based on these points. | Goes beyond “acceptable” in delivering a conclusion that is very persuasive. | |
| Transition to Next Speaker | Abruptly ends their section without introducing next speaker. | Transition from speaker to speaker mostly smooth and appropriate. | Summarizes main points and provides an appropriate lead-in to the next speaker. | |
| Interaction with Audience | Has awkward interaction with audience. | Has appropriate degree of interaction with audience. | Engages audience extremely well and develops a rapport. | |