

Oral Presentation Rubric

Class: BUAD _____

Student Name: _____

	Score	1	2	3	4
Professionalism					
Eye Contact		No eye contact with audience, as entire report is read from notes.	Displayed minimal eye contact with audience, while reading mostly from the notes.	Consistent use of direct eye contact with audience, but still returns to notes.	Holds attention of entire audience with the use of direct eye contact, seldom looking at notes.
Mannerisms		Tension and nervousness is obvious; has trouble recovering from mistakes. No movement or descriptive gestures.	Displays mild tension; has trouble recovering from mistakes. Very little movement or descriptive gestures.	Makes minor mistakes, but quickly recovers from them; displays little or no tension. Made movements or gestures that enhance articulation.	Student displays relaxed, self-confident nature about self, with no mistakes. Movements seem fluid and help the audience visualize.
Verbal Skills		Student mumbles, incorrectly pronounces terms, and speaks too quietly for a majority of students to hear.	Student's voice is low. Student incorrectly pronounces terms. Audience members have difficulty hearing presentation.	Student's voice is clear. Student pronounces most words correctly. Most audience members can hear presentation.	Student uses a clear voice and correct, precise pronunciation of terms so that all audience members can hear presentation.
Tone		Shows absolutely no interest in topic presented.	Shows some negativity toward topic presented.	Occasionally shows positive feelings about topic.	Demonstrates a strong, positive feeling about topic during entire presentation.
Business Attire		Student did not wear proper attire.	Student wore less than appropriate attire.	Student wore appropriate attire.	Student wore professional attire.
Business Professional includes NO T-shirt, blue jeans, low cut shirts, shorts, hats, sunglasses.					
COMMENTS:					
Content					
Subject Knowledge		Student does not have grasp of information; student cannot answer questions about subject.	Student is uncomfortable with information and is able to answer only rudimentary questions.	Student is at ease with expected answers to all questions, without elaboration.	Student demonstrates full knowledge by answering all class questions with explanations and elaboration.
Consistency Organization		Audience cannot understand presentation because there is no sequence of information.	Audience has difficulty following presentation because student jumps around.	Student presents information in logical sequence which audience can follow.	Student presents information in logical, interesting sequence which audience can follow.
Mechanics		Student's presentation has five or more spelling and/or grammatical errors.	Presentation has three to five misspellings and/or grammatical errors.	Presentation has no more than two misspellings and/or grammatical errors.	Presentation has no misspellings or grammatical errors.
COMMENTS:					
Supporting Materials					
Quality of Slides		80% of the slides/media are difficult to read and understand. Others contain too much information or have illegible font.	50% of the slides/media are easy to read and understand. Others contain too much information or have illegible font.	80% of the slides/media are easy to read and understand. Others contain too much information or have illegible font.	Slides/media support the presentation and are easy to read and understand.
Visual Aids/Handouts		Poor use of visual materials. No handouts provided.	Very little use of visual aids. Visual aids that are presented are less than adequate.	Visual aids are adequate but do not inspire engagement with the material.	Visual aids are well done and are used to make presentation more interesting and meaningful
COMMENTS:					