

GRADING RUBRICS FOR ORAL PRESENTATIONS

Presentation Style—EYE CONTACT

Comments

3	Excellent eye contact, presenter makes an holds eye contact with each member of the audience. Makes everyone feel at ease and keeps everyone involved by using eye contact.	
2	Moderate eye contact, looks above the audiences head, looks at computer screen or at slides	
1	Poor eye contact, talks at slides, reads from notes, or makes no eye contact with audience	

Presentation Style—ORAL PRESENTATION

Comments

3	Slow clearly articulated speech with no distracting habits. Talks at the correct pace with the correct volume. Is at ease in front of the class and emanates a relaxed and confident speech. No distracting habits. A “knock-your-socks-off” kind of presentation style.	
2	Presenter talks too fast or too slow, talks to the screen, or does not talk loud enough. Says “uhm” or “like” or “Ya know”. A bit chatty for professional piece, presenter tends to ramble, or they talked either above or below target audiences knowledge base. The presenter has a few distracting habits that may deter from the speech.	
1	Presenter displays habits that distract from talk, presenter gets lost and goes back and forth between slides, or forgets important information. Unprofessional or aimed at wrong audience	

Slides-----Illustrations

Comments

3	Tables are short, error bars on all graphs, displays no graph cluttering, location map is not cluttered and is easy to see, good use of color schemes. THE PRESENTER HAS GONE BEYOND THE NECESSARY REQUIREMENTS AND HAS INCLUDED SOMETHING THAT MAKES THE SLIDES IMPRESSIVE.	
2	Could have used a table or a graph to display a point. Some of the legends in a figure were difficult to see. The location map was difficult to read. Evidence that materials were copied and pasted into the slide and no work was done to enhance them. There were a few typos and slides could have been improved.	
1	Poor color scheme. Presenter often says: “I apologize for this slide”. The slides look like they have been thrown together at the last minute.	

Slides/Text

3	Correct font size (minimal of 24), every word was easily seen, no spelling errors, minimal use of text	
2	Good talk but could “cut the fat” from at least a few slides. In a few slides the font was too small, there were paragraphs of text that were too wordy	
1	Numerous slides with font that was too small or there was way too much text on a slide. Presenter did not take the time to update his/her slides.	

Handling of Questions

Comments

3	The presenter appeared calm and did not get rattled by any questions. The presenter complimented the questioner. Additionally, the presenter listened to the entire question, and asked questions when clarification of a question was needed. The presenter put out any potential fires that a questioner was trying to ignite.	
2	The presenter cut off a questioner in mid sentence. The presenter seemed nervous or tentative when listening to a question. The presenter seemed argumentative or arrogant with a questioner	
1	The presenter did not appear to understand the question and did not make any attempts to clarify the question. The presenter just wanted to get out of there and not answer questions.	

Answers to Questions

Comments

3	The presenter nailed each question even if the questions were vague. The presenter made sure that the questioner was satisfied.	
2	The presenter did a good job answering the questions but struggled with a few questions.	
1	The presenter punted each question and did not answer the question put forth by the questioner.	

OVERALL CONTENT**Comments**

4	Talk is aimed at graduate or undergraduate (senior) level. Appropriate professional tone with effective communication of subject matter. The speaker has a clear mastery of the topic with a highly organized professional talk. The talk is clearly defined and the objectives are attainable. The presenter answers questions effectively and to the point. The speaker presents information in a manner that facilitates learning. The talk is clearly organized and contains a title, introduction, objectives, methods and materials, and conclusion slides.	
3	A good job with an organized talk. The presenter stumbled on questions or displayed a lack of knowledge in a certain area.	
2	Accurate but “bare bones” description of the project. Did not go overboard just did the job with no “razzle dazzle”.	
1	Errors in project, omission of important parts of the presentation, not readily prepared, disorganized, and unprofessional	