

Oral Communication and Project Presentation – NIU Management Department

Class: _____ Topic: _____ Date: _____ Group # _____

Individual Performance

Criteria	Below Expectation b-below expectations; u-unacceptable	Meets Expectation m-meets expectations	Exceeds Expectations a-above expectations; e-exceptional	<u>Student Initials:</u>			
Demeanor	Dresses inappropriately for presentation (if applicable) Uses slang or inappropriate words Does not stay in role. Makes excuses for the presentation Demonstrates distracting mannerisms	Is in appropriate graduate attire (if applicable) Stays in role and uses appropriate language Displays no distracting mannerisms	Dresses as a working professional (if applicable) Adopts professional presenter role and language Uses body language effectively to maintain audience interest				
Delivery (voice & pace)	Speaks too softly and/or too fast Does not complete sentences or ideas Mumbles and is difficult to understand or to follow	Can be easily understood, appropriate pace & volume, delivery is mostly clear and natural Keeps nervousness under control	Has clear, strong voice projection and inflection Projects enthusiasm and interest Is composed and confident				
Rapport with audience	Makes little eye contact with the audience Is excessively defensive. Ignores the surroundings Reads from materials	Looks at slides to keep on track with presentation Maintains eye contact with audience most of the time Refrains from being defensive	Uses materials effortlessly Moves around or looks around comfortably Addresses audience or individuals directly Uses humor appropriately				
Grasp of the material presented	Fails to use concepts and terms used in the field Makes significant mistakes in the use of terms or concepts	Has adequate understanding of the topic & material Uses appropriate terms & concepts Does not apply theory or concepts to the current situation	Has solid understanding of the topic & material Is fluent with terms, concepts, and theories without pretension Uses models/theory to reach key insight				
Quality of presentation	Presents a superficial & mostly descriptive analysis Fails to address significant issue or perspective Makes significant errors in the analysis of case/situation	Is thoroughly familiar with the case/situation Bases conclusions from the facts and data presented in the case/situation	Takes into account different perspectives Presents original and pertinent insights Uses additional sources of relevant information				
Ability to answer questions	Is unable or reluctant to answer general questions about the case and related materials Is unable to answer important direct question	Answers questions adequately about the case/situation and related materials	Answers all questions well Relates questions to a broader context and to other issues				
Overall (holistic) assessment of each individual performance or grade u-unacceptable, b-below expectations, m-meets expectations, a-above expectations, e-exceptional							