**ITBU 5200 Group Presentation Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **SKILL** | **Level 3** | **Level 2** | **Level 1** |
| **Appearance and introduction**  **Score = / 6** | **Appearance:** Wore appropriate business attire  **Introduction:** Greeted the audience and use the elements described by the instructor  **Body Language:** Appeared relaxed and enthusiastic | **Appearance:** Looked clean and neat but attire was too casual for a business setting  **Introduction:** Forgot to greet the audience and to use the elements described by the instructor    **Body Language:** Appeared somewhat nervous and/or only moderately enthusiastic | **Appearance:** Wore jeans, track pants or shorts  **Greeting:** Forgot to greet the audience and to use the elements described by the instructor  **Body Language:** Appeared extremely nervous and/or unenthused |
| **Content**  **Score = / 9** | **Preparation:** Demonstrated solid knowledge about the topic  **Ability:** Effectively explained pros and cons  **Confidence:** Answers were delivered very confidently, demonstrating that the student was well-prepared for the presentation | **Preparation:** Demonstrated some knowledge about the topic  **Ability** Effectively explained pros and cons, but in at least one case did not provide a good illustrative example  **Confidence:** Answers were solid, demonstrating that the student was adequately prepared for the presentation | **Preparation:** Demonstrated little/no knowledge about the topic  **Ability:** Did not clearly identify the pros and cons  **Confidence:** Confidence was not evident, suggesting that the student was not adequately prepared for the presentation |
| **Presentation strategy**  **Score = / 6** | Includes at least 3 elements of the presentation skills | Includes 2 elements of the presentation skills | Includes 1 element of the presentation skills |
| **Tone of voice, pauses**  **Score = / 6** | **Formality:** Spoke in a business-like way, with no verbal stumbling, IT slang, etc.  **Voice:** Spoke clearly and at the right speed and tone | **Formality:** Generally, spoke in a business-like way with only a few minor errors  **Voice:** Spoke a little too fast or a little too slow | **Formality:** Spoke too casually, and/or verbally stumbled, used IT slang too often  **Voice:** Spoke too fast or too slow |
| **Use of media**  **Score = / 6** | Use of web based digital presentation technology | NA | Did not use web based digital presentation technology |
| **Time management**  **Score = / 6** | 10 min presentation | 9 – 11 min presentation | Less than 8 min presentation |

**Total Score: /39**

**Comments:**