**ORAL PRESENTATION STANDARDS**

Data Analytics with R\_Fall 2018

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# Standards for Presentations

There are two parts to grade team presentation:

* *Overall delivery*. The performance of the team as a whole. This grade may range from 0 to 50.
* *Quality of your materials and evidence of teamwork*. This grade may range from 0 to 50.

On each criterion in each rubric, your team will receive a rating in the range 0 to 5 indicating your performance on that criterion. The meaning of each rating is explained in [Table 1](#_bookmark2).

**Table 1 Rating criteria**

|  |  |  |
| --- | --- | --- |
| **Description** | | **Points** |
| Exemplary | outstanding performance with insignificant shortcomings | 5 |
| Very good | above the average standard but with some shortcomings | 4 |
| Satisfactory | generally sound work with a number of notable shortcomings | 3 |
| Passing | fair but with significant shortcomings | 2 |
| Barely Passing | performance meets the absolute minimum criteria | 1 |
| Insufficient | more work required before the credit could be awarded | 0 |

**Advice**

**You are *strongly* encouraged to rehearse in front of your team**, who will give you useful feedback regarding outstanding unsatisfactory features.

Some useful tips

* Read the rubric and follow it.
* Remember that it’s a presentation, not a recitation of bullet points.
* Rehearse with your team
* Take a stop watch with you to your presentation.

***Your presentations will be recorded*** for grading purposes. The recordings are available upon request.

# Rubric Concerning Delivery

[Table 2](#_bookmark4) explains the criteria for evaluating presentation delivery by an individual.

**Table 2. Rubric for the Evaluation of Individual Delivery in a Presentation**

|  |  |  |
| --- | --- | --- |
| **CRITERION** | **WEIGHT** | **DESCRIPTION** |
| *1. You focused your attention on the audience.* | 4 | You obviously did not need the slides or notes or lectern to know what to say. If you glanced at the slides or the screens, it was for timing only. Your eyes were almost always on your audience. We never saw the back of your head. |
| *2. You could be heard and understood by everyone.* | 5 | Your words could be heard easily from the back of the room.  You spoke clearly.  You spoke at a pace that was easy to understand and kept that pace throughout your part of the presentation.  *Note: Allowances will be made if English is not the first language*. |
| *3. You presented yourself with confidence.* | 5 | Your gestures and body language did not distract from your delivery or that of your teammates, for example, playing with hair, hands in pockets, swaying or shifting, leaning on the console, wringing hands, and bad posture.  *Note: You must present yourself well even when you are not speaking because you are always on the stage.*  You maintained professional demeanor throughout, never “breaking character” out of your role as a business person presenting to the specified audience. |

For each criterion, your work will be assigned a mark of 0 to 5. The maximum number of points is 70. The grade is the weighted average of marks on each criterion:

|  |  |  |
| --- | --- | --- |
| * >= 65 | A | 90..100 |
| * >= 55 | B | 80..89 |
| * >= 45 | C | 70..79 |
| * >= 35 | D | 60..69 |
| * < 35 | F | 00..59 |

# Rubric Concerning Quality of Materials and Teamwork

The quality of materials used in a presentation and evidence of teamwork will be evaluated separately from that of your particular delivery. [Table 3](#_bookmark6) explains the criteria for evaluating materials of an oral presentation.

**Table 3. Rubric for the Evaluation of the Materials in a Presentation**

|  |  |  |
| --- | --- | --- |
| **CRITERION** | **WEIGHT** | **DESCRIPTION** |
| *1. Your slides were formatted according to specifications* | 3 | Formatting—fonts, sizes, color, spacing, etc.--was consistent, that is, no inappropriate changes such as might occur when a presentation is assembled from work written by different authors.  Slides were not crowded with material. White space use was pleasing to the eye. (There are many examples of this on-line.)  You used appropriate images to illustrate material. These were properly credited if you did not create them.  All images were sharp  Title slide included:   * title of report * team member name and e-mail address of the lead contact * date of presentation |
| *2. Your slides could be understood by everyone.* | 3 | Your color scheme allowed sufficient contrast between letters and backgrounds so words and other materials could be discerned easily from the back of the room.  Your smallest letters could be read from the back of the room. You used plain (not “exotic”) font(s).  Your tables and figures and diagrams could be understood from the back of the room.  *Note: This requirement will be relaxed for detailed tables, diagrams, and figures placed in your appendix slides.* |

|  |  |  |
| --- | --- | --- |
| *3. You worked as a team during your presentation* | 2 | Team members were introduced at the beginning.  Handoffs among team members were smooth. There was no confusion about who should be speaking on a topic  Team members addressed each other by name occasionally, during handoffs, for example.  Each team member spoke for at least two minutes.  The length of your presentation was within one minute of the specified limit and not over. |
| *4. Content* | 8 | Your content is a faithful and appropriate summary of the corresponding written report, fulfilling the content requirements given in your instructions for that document. |

For each criterion, your work will be assigned a mark of 0 to 5. The maximum number of points is 80. Your grade on the materials and teamwork part of your presentation is the weighted average of marks on each criterion:

|  |  |  |
| --- | --- | --- |
| * >= 75 | A | 90..100 |
| * >= 65 | B | 80..89 |
| * >= 55 | C | 70..79 |
| * >= 45 | D | 60..69 |
| * < 45 | F | 00..59 |