Oral Presentations Scoring Rubric

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|  | **Excellent (4)** | **Good (3)** | **Adequate (2)** | **Weak (1)** |
| **RESPONSE TO ASSIGNMENT:**  Oral presentations are expected to completely address the topic and requirements set forth in the assignment, and are appropriate for the  intended audience. | The presentation responds to the assignment and addresses the topic and all requirements, at an appropriate technical level for the intended audience | The presentation responds to the assignment and addresses the topic, but has minor weaknesses with respect to some of the  requirements and/or appropriate technical level | The presentation responds to the assignment and addresses the topic, but has significant weaknesses with respect to some  of the requirements and/or appropriate technical level | The presentation does not respond to many of the requirements of the assignment, and/or is poorly tailored for the intended audience |
| **ANALYSIS AND DISCUSSION:**  Oral presentations are expected to provide an appropriate level of analysis, discussion and evaluation as required by the assignment. | Presented material is completely analyzed and evaluated, providing support for main points with reasons, discussion  of alternatives, explanations, and examples as appropriate | Presented material is analyzed and evaluated and appropriate reasons, discussion of alternatives, explanations, and  examples are given for most of the main points | Presented material is analyzed and evaluated at a reasonable level but is not used effectively to support many of the main points | The depth of analysis and evaluation of the presented material is not sufficient, and discussion contains unnecessary or trivial material |
| **ORGANIZATION:**  Oral presentations are expected to be well-organized in overall structure, beginning with a clear statement of the problem and ending with a clear  conclusion. | The presentation is well- structured; its organization contributes to its purpose. The problem is clearly stated and technical content is well ordered  for clarity | The presentation is generally well-structured, with only a few flaws in overall organization | The presentation has a defined structure, but the organization is not optimal for supporting the presentation’s content | The presentation is poorly structured; organizational flaws undermine its effectiveness and clarity |
| **STYLE/FORM AND FORMAT:**  Presentations are expected to be stylistically effective – that is, to consist of visual aids with well-chosen words and graphics which complement the speaker, and consistent with the  time limit of the presentation. | The visual aids (e.g. PowerPoint slides) are informative, well designed, easy to read, and complement the speaker’s content. The number of slides is consistent with the time limit of  the presentation | The visual aids are informative and generally supportive of the presentation, but could be improved to more effectively complement the speaker’s content | The visual aids are generally supportive of the presentation, but some of them are difficult to read, too busy, and/or not necessary for the intent of the talk | Visual aids are not designed to effectively to convey the information intended by the speaker |
| **SPEAKING SKILLS:**  Presenters are expected to use an effective speaking style which exhibits enthusiasm, generates interest in the audience, and communicates the  intended information. | Speaker is well prepared, establishes effective eye contact with the audience, speaks clearly and audibly, stays on topic and finishes the presentation on time | Speaker is prepared and familiar with the content of the visual aids, but may occasionally stray from topic and/or have other deficiencies in speaking style | Speaker is reasonably prepared but tends to look at visual aids for prompting, and is not able to communicate all of the intended content | Speaker is not prepared and has to read from visual aids or cue cards, does not use voice or body language effectively to engage audience in topic |
| **PROFESSIONALISM:**  Presenters are expected to dress appropriately for the audience and act in a manner expected in a professional setting | Speaker is appropriately dressed, avoids distracting body language during presentation, comports him/her self professionally throughout the  presentation | Speaker is appropriately dressed, generally acts professionally, but exhibits some minor lapses in decorum | Speaker is reasonably dressed, but some lapses in decorum detract from the presentation’s impact | Speaker is not dressed appropriately for the audience, does not present him/her self in a serious and professional manner |
| **CONCLUSIONS:**  Presentations are expected to draw appropriate conclusions and  recommendations based on its content | Key points are clearly re-stated at the end of the talk so that the audience clearly understands the  purpose of the technical work | The presentation has a conclusion, but some of the key points are not highlighted  effectively | The presentation has a brief conclusion but is not substantial in content | The presentation seems to end abruptly without any summation for the audience |