Rubric for Oral Technical Communication(based on [1] for Technical Writing) part of ABET outcome (g) ability to communicate effectively

Performance Characteristic	Unsatisfactory (1) (Beginning)	Improvement Needed (2) (Developing)	Satisfactory (3) (Improving)	Very Good (4) (Achieving)	Outstanding (5) (Excelling)
General: overall favorable impression to the listener; the presenters points are clearly made and defended; observations are concise and well thought out; presentation is smooth and professional; pointing device is available and used appropriately to emphasize content.	An unacceptable presentation that does not address the assignment; references or citation to external work are missing; does not follow customer directions; presenters are generally unprepared	A marginally acceptable presentation requires exceptional concentration on the part of the audience; poor mix of text and graphics; inconsistent application of font or palette; questionable logic flow; weak references and citations to non-archival work; follows customer directions with some major deficiencies; presenters may have either appropriate dress or some desired aids	A competent presentation that meets the standards adequately but may contain several flaws in concept development, details, structure, grammar, design, or accuracy; acceptable references to a mix of archival and non archival work; generally follows customer instructions; transitions may be rough or distracting; pointer, etc may not be available	Presents content clearly and displays a firm grasp of the technical material, but without the sharp focus and perspective of a "5" presentation; references explained both verbally and in slides and predominantly archival work; follows customer instructions on content and format with only minor deficiencies; smooth transitions, pointer may not be available	Meets and exceeds all standards; professionally done and presented with minimum of audience distraction; clearly conveys the desired information; excellent work overall; verbal and written references and citations are appropriate and high-quality ; fully follows customer instructions on content and format; pointer and other aids available and appropriately used.
Audience: presentation demonstrates a sophisticated understanding of the intended audience, and exhibits content and features that cater to that audience	Presentation unsuited to audience;	Presentation suited for audience; but logical structure makes it difficult to follow; frequently strays off-topic with irrelevant details; difficult to follow the overall points	Some irrelevant tangents distract the audience; may have confusing details that negatively impact audience attention to the overall points being conveyed.	Presentation exhibits a good understanding of audience, purpose, and situation; may occasionally be inappropriate for audience	Conveys superior understanding of audience; presentation is keyed to audience background
Content: presentation includes a clear exposition of technical detail appropriate to the audience; important material is in, distracting or irrelevant material, no matter how useful or correct, is out;	Presentation may be completely off topic or lack identifiable focus; poor organization and flow lead to audience confusion; no mechanism for determining important points; customer instructions for content are largely or completely ignored	The presentation contains ideas in sometimes arbitrary order with many awkward transitions that detracts from the listeners' ability to follow the talk; there are significant gaps in the coverage of the target content; major deviations from customer instructions for content	Treatment of the topic may be general and lack supporting detail; presentation flow and structure may be uneven; sequences of topics not obvious to audience; supplies much of the requested customer content but may have some important missing pieces	Technical material is presented logically with perhaps a few minor lapses in clarity, transition or relevancy; presentation is still well organized; provides nearly all of the desired customer content	Detailed content thoroughly covered; well-supported conclusions; well structured with smooth transitions between sections; thorough and informative coverage of specified customer content

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Presentation Design: exhibit a visual design that is accessible and appealing; type size and font are consistent and easily visible under presentation conditions; professional appearing color choices; consistent use of color and graphic features; smooth and effective transition between slides	No apparent presentation design. Plain vanilla fonts, colors, etc. Presentation may be difficult to view (too light or too dark) in presentation space; fonts inappropriately sized or unnecessarily complex; customer format ignored in significant ways	Inconsistent presentation design and layout; too much reliance on text slides and/or too much text on individual slides; poor logical organization of presentation; only marginally satisfied customer-specified format	Distracting flaws in format; fonts are too ornate or hard to read; font size may be too large or too small; no adherence to common color palette; flow between slides is rough or uneven; largely satisfies customer-specified format with minor deviations	Minor flaws in format (too large/small); occasional use of off-palette colors; inconsistent or unclear use of fonts; flow between slides is usually smooth with occasional rough spots; only minor deviations from customer-specified format	Professional looking design; pleasing color palette consistently used; well-suited in all ways to presentation conditions; flow between slides is smooth throughout presentation and adds to overall impression; customer-specified format in all ways (font, spacing, page limits, figure sizes, etc.)
Graphics/Tables/Video: individual graphics (charts, photos, tables, diagrams, etc) are uncluttered, visible, consistent, and appropriately sized for presentation conditions; axes are legibly labeled; units are present; appropriate legends are provided;	Few or no graphics; existing graphics poorly designed or incomprehensible – too small, too crowded, too dense, too sparse, etc;	Poorly designed graphics, absent, ornamental, or offer no support to the content of the presentation; gratuitous use of animation distracts from content; missing or unintelligible legends or cramped graphics content are common.	Graphics may not clearly support objectives as in a "5" or "4" report or may be ornamental or inappropriately cute; occasional missing or unintelligible legends or cramped graphics content.	Graphics are informative, uniform, intelligible, and support the content of the report; few visible flaws or errors in content	Complies with all standards; highly informative graphics, appropriately placed, clearly and uniformly designed, easy to interpret; graphics significantly contribute to impact of presentation
Presentation Style: clearly spoken; engaged with audience; confident and relaxed with the subject matter; notes or visual contact with the slides are not distractions to the audience; verbal tics are minimized; gestures are appropriate; questions are directly and thoroughly answered given time constraints of the presentation	Extremely nervous; poor audience eye contact; exclusive dependence on slides or notes; many verbal tics repeatedly interrupt smooth flow of presentation; volume, speed, and clarity of speech (including accent) need significant work; presenter is unprepared for reasonable questions. Not professionally dressed	Nervous nature and/or over-dependence on notes or slides lessens audience contact; frequent verbal tics; volume, speed, and clarity of speech needs to improve; presenter ill-at-ease with questions; attire is marginally appropriate, but room for improvement	A few major grammatical errors or frequent and annoying minor grammatical errors or inappropriate jargon; occasional verbal tics distract from audience attention; presenter attention is often focused on notes or slides; volume or pace doesn't work for the presentation or audience; attire is appropriate for venue and audience	High quality presentation; volume and pace good, but with some room for improvement; no major grammatical errors; some verbal tics, but not a distraction; notes or slides occasionally a distraction; may be some hesitation on questions; attire is appropriate for venue and audience	Fully professional presentation; excellent volume and pace; fully engaged with audience; grammatical errors are rare; very few verbal tics, if any; no distraction from notes or slides; questions are answered smoothly and completely; ; attire is appropriate for venue and audience

TEAM ACRONYM	Review Initials & Date
Oral Presentation Rubric Element	**Team Score and Comments**
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Audience: presentation demonstrates a sophisticated understanding of the intended audience, and exhibits content and features that cater to that audience	
Content: presentation includes a clear exposition of technical detail appropriate to the audience; important material is in, distracting or irrelevant material, no matter how useful or correct, is out;	
Presentation Design: exhibit a visual design that is accessible and appealing; type size and font are consistent and easily visible under presentation conditions; professional appearing color choices; consistent use of color and graphic features; smooth and effective transition between slides	
Graphics/Tables/Video: individual graphics (charts, photos, tables, diagrams, etc) are uncluttered, visible, consistent, and appropriately sized for presentation conditions; axes are legibly labeled; units are present; appropriate legends are provided;	

PRESENTER	Presentation Style: clearly spoken; engaged with audience; confident and relaxed with the subject matter; notes or visual contact with the slides are not distractions to the audience; verbal tics are minimized; gestures are appropriate; questions are directly and thoroughly answered given time constraints of the presentation

Key Review Area	Reviewer & Date: Description of Expected Content	Scoring 0-5 0 not addressed 1 minimal 2 less than desired 3 acceptable 4 good 5 outstanding
Project Description	Does the presentation provide an introduction to the project and it's purpose? Are the goals of the project clear and technically achievable?	
Project Requirements	Has the team established a concise set of high-level requirements? Have these requirements been reviewed and harmonized with the customer? Have they been decomposed into testable technical requirements? Has any consideration been given to how compliance with the requirements will be verified?	
Concept of Operations	How will the device be used? Does the team demonstrate any consideration of how the user will operate the device? Is there any identification of what human-machine interface will be required?	
Conceptual Design	Is there a conceptual design, even a very preliminary design as to how the project will be accomplished? Does the presentation show, at a high level, what is included in the project and what is not included in the project? Have unanswered design questions been identified, and is there an approach to getting the necessary answers in a timely fashion?	
Interface Identification	Have the appropriate external interfaces been identified? Does the conceptual or preliminary design support these interfaces in an appropriate manner? Is there a discussion on the content or use of these interfaces?	
Development Tasks and Schedule	Has the team developed a reasonable series of development tasks? Does the team have a schedule that will result in completion of the necessary tasks by the end of the semester? Does the team have a method for tracking their progress?	

Comments: