

## Scoring Rubric for Presentations

Write each student's name above a score column. For each presentation trait, rate each student using the scale shown.



1	2	3	4	5
Strongly disagree				Strongly agree

Score						Presentation Trait
						<input type="checkbox"/> <b>Quality of information and organization:</b> Presentation main points are clear and well developed; information is linked to presentation topic; information is organized.
						<input type="checkbox"/> <b>Nonverbal communication:</b> Speaker appears comfortable and confident; speaker maintains good eye contact and posture; speaker shows engaging and inviting presence; speaker uses body motions and gestures effectively; speaker utilizes room effectively via movement.
						<input type="checkbox"/> <b>Quality of verbal communication:</b> Speaker's voice is confident, steady, strong and clear; speaker uses inflections to emphasize key points or to create interest.
						<input type="checkbox"/> <b>Visual tools:</b> Visual aids are creative, clear and easy to read; tools enhance the effectiveness of the presentation.
						<input type="checkbox"/> <b>Appropriate use of terminology:</b> All terms are included in the presentation; terms are used in unique and creative ways; terms are used in context.
						<input type="checkbox"/> <b>Precision and detail in documents produced:</b> Documents are clear, well constructed, accurate and show attention to detail; care has been taken in the production.
						<input type="checkbox"/> <b>Overall presentation effectiveness</b>
						<input type="checkbox"/> Total Score

# Scoring Rubric for Presentations – Instructions

Traits	5 – Excellent	4 – Very Good	3 – Adequate	2 – Limited	1 – Poor
Information Quality and Organization	<ul style="list-style-type: none"> <li>Main points are very clear and very detailed</li> <li>Information is directly linked to presentation topic</li> <li>Information is very organized</li> </ul>	<ul style="list-style-type: none"> <li>Main points are clear and detailed</li> <li>Information is linked to presentation topic</li> <li>Information is well organized</li> </ul>	<ul style="list-style-type: none"> <li>Main points are somewhat clear but could use more detail</li> <li>Most information is linked to the presentation topic</li> <li>Information is organized</li> </ul>	<ul style="list-style-type: none"> <li>Main points are not clear and lack significant detail</li> <li>Some information is linked to the presentation topic</li> <li>Information is loosely organized</li> </ul>	<ul style="list-style-type: none"> <li>Presentation lacks main points and related details</li> <li>Information lacks connection to the presentation topic</li> <li>Information is not organized</li> </ul>
Nonverbal Communication	<ul style="list-style-type: none"> <li>Speaker appears very comfortable and confident</li> <li>Speaker consistently faces the audience and maintains good eye contact</li> <li>Speaker consistently appears to be engaging with the audience</li> <li>Speaker uses body motions and gestures very effectively</li> <li>Speaker utilizes the room very effectively via movement</li> </ul>	<ul style="list-style-type: none"> <li>Speaker appears fairly comfortable and confident</li> <li>Speaker generally faces the audience and maintains good eye contact</li> <li>Speaker generally appears to be engaging with the audience</li> <li>Speaker uses body motions and gestures well</li> <li>Speaker utilizes much of the room via movement</li> </ul>	<ul style="list-style-type: none"> <li>Speaker appears generally at ease and confident</li> <li>Speaker sometimes faces the audience and maintains eye contact</li> <li>Speaker sometimes appears to be engaging with the audience</li> <li>Speaker's body motions and gestures neither support nor detract from presentation</li> <li>Speaker moves about some of the room</li> </ul>	<ul style="list-style-type: none"> <li>Speaker appears uneasy and somewhat insecure</li> <li>Speaker rarely faces the audience or makes eye contact</li> <li>Speaker rarely appears to be engaging with the audience</li> <li>Speaker uses few body motions or gestures or has gestures or movements that distract the audience</li> <li>Speaker is mostly stationary</li> </ul>	<ul style="list-style-type: none"> <li>Speaker appears very uneasy and insecure</li> <li>Speaker faces away from the audience or makes no eye contact</li> <li>Speaker appears disengaged from the audience</li> <li>Speaker lacks any body motions or gestures or demonstrates consistently distraction body motions or gestures</li> <li>Speaker is completely stationary</li> </ul>
Quality of Verbal Communication	<ul style="list-style-type: none"> <li>Speaker's voice is very confident, steady, strong, and clear</li> <li>Speaker consistently uses inflections to emphasize key points or to create interest</li> <li>Speaker's talking pace is consistently appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Speaker's voice is steady, strong and clear</li> <li>Speaker often uses inflections to emphasize key points and create interest</li> <li>Speaker's talking pace is mostly appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Speaker's voice is generally steady, strong and clear</li> <li>Speaker sometimes uses inflections to emphasize key points and create interest</li> <li>Speaker's talking pace is appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Speaker's voice is frequently too weak or too strong</li> <li>Speaker rarely uses inflections to emphasize key points and create interest or speaker sometimes uses inflections inappropriately</li> <li>Speaker's talking pace is often too slow or too fast</li> </ul>	<ul style="list-style-type: none"> <li>Speaker's voice is consistently too weak or too strong</li> <li>Speaker fails to use inflections to emphasize key points and create interest or speaker often uses inflections inappropriately</li> <li>Speaker's talking pace is consistently too slow or too fast</li> </ul>

# Scoring Rubric for Presentations – Instructions

Traits	5 – Excellent	4 – Very Good	3 – Adequate	2 – Limited	1 – Poor
Visual Tools	<ul style="list-style-type: none"> <li>• Visual aids are very creative, clear, and easy to read</li> <li>• Presentation is consistently enhanced by the visual tools</li> </ul>	<ul style="list-style-type: none"> <li>• Visual aids are usually creative, clear, and easy to read</li> <li>• Presentation is often enhanced by the visual tools</li> </ul>	<ul style="list-style-type: none"> <li>• Visual aids are reasonably creative, clear, and easy to read</li> <li>• Presentation is sometimes enhanced by the visual tools</li> </ul>	<ul style="list-style-type: none"> <li>• Visual aids have limited creativity or clarity or are sometimes difficult to read</li> <li>• Presentation is not enhanced by the visual tools</li> </ul>	<ul style="list-style-type: none"> <li>• Visual aids demonstrate no creativity or clarity and are often difficult to read</li> <li>• Presentation is weakened by the visual tools</li> </ul>
Appropriate Use of Vocabulary	<ul style="list-style-type: none"> <li>• All terms are included in the presentation</li> <li>• Used in unique and creative ways</li> <li>• Used in context</li> </ul>	<ul style="list-style-type: none"> <li>• All terms are included in the presentation</li> <li>• Used effectively</li> <li>• Used in context</li> </ul>	<ul style="list-style-type: none"> <li>• Most terms are included in the presentation</li> <li>• Generally used appropriately</li> <li>• Generally used in appropriate context</li> </ul>	<ul style="list-style-type: none"> <li>• Several terms are included in the presentation</li> <li>• May or may not be used appropriately</li> <li>• May lack context</li> </ul>	<ul style="list-style-type: none"> <li>• Few or no terms are included in the presentation</li> <li>• May or may not be used appropriately</li> <li>• Lacks context</li> </ul>
Precision and Detail in Documents Produced	<ul style="list-style-type: none"> <li>• Documents are clear, well constructed, accurate and show attention to detail</li> <li>• Extra care has been taken in the production</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly evident that documents are correct, detailed and accurate</li> <li>• Care has been taken in the production</li> </ul>	<ul style="list-style-type: none"> <li>• Evident that documents are correct and show a general attention to detail and accuracy</li> <li>• General care has been taken in production</li> </ul>	<ul style="list-style-type: none"> <li>• Documents may have some errors and show some detail</li> <li>• Some care has been taken in production</li> </ul>	<ul style="list-style-type: none"> <li>• Documents have numerous errors and lack detail</li> <li>• Little care taken in the production</li> </ul>
Overall Presentation Effectiveness	<ul style="list-style-type: none"> <li>• This was an exceptional presentation and extremely effective</li> <li>• I'd give you a 10</li> </ul>	<ul style="list-style-type: none"> <li>• This was a very good presentation and very effective</li> <li>• I'd give you an 8 or 9</li> </ul>	<ul style="list-style-type: none"> <li>• This presentation was good and effective</li> <li>• I'd give you a 6 or 7</li> </ul>	<ul style="list-style-type: none"> <li>• This presentation was average and somewhat effective</li> <li>• I'd give you a 3, 4 or 5</li> </ul>	<ul style="list-style-type: none"> <li>• This presentation was weak and not effective</li> <li>• I'd give you a 0, 1, or 2</li> </ul>