

Presentation Skills Rubric

Objectives	Below Expectations	Average	Exemplary Performance
Organization	No logical sequence of information	Presentation has a structure but may have some inconsistencies	Information is presented in a logical sequence
Content	Does not meet assignment requirements	Fulfills assignment, uses appropriate sources and reasonable analysis	Thorough, strong analysis.
Subject Knowledge	Student doesn't have grasp of information	Student is somewhat comfortable with the information	Student demonstrates full knowledge
Ability to answer questions	Cannot address basic questions	Can address most questions	Can address all questions with relevant, correct information.
Quality of slides	Sloppy and/or unprofessional. Inappropriate level of detail (too wordy or too vague); font size too small for readability.	Readable and professional. Appropriate level of detail that emphasizes main points.	Readable, professional, imaginative and/or high quality.
Voice quality and pace	Demonstrates one or more of the following: mumbling, hard to understand English, too soft, too loud, too fast, too slow or "umms"	Easy to understand, appropriate pace and volume. Delivery is mostly clear and natural	Excellent delivery. Conversational, modulates voice well, projects enthusiasm, interest and confidence.
Mannerisms	Demonstrates one or more distracting mannerisms, which may include bad posture, shifting feet, etc.	No distracting mannerisms. Decent posture.	Uses body language effectively (and naturally) to maintain audience's interest
Eye Contact	Relies heavily on slides or notes. Makes little eye contact with audience, may look primarily at slides	Looks at slides to keep on track with presentation, but maintains eye contact with audience most of the time	Slides are used effortlessly to enhance speech. Speech could be effectively delivered without them. Perfect eye contact.
Attire	Does not meet minimum requirement for business dress.	Attire is neat, meets minimum standards for a business presentation	Dresses as if already a working professional (quality, style, grooming).