

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**ORAL PRESENTATION RUBRIC**

Presentation Criteria	1	2	3	4
<b>Clarity and Volume x 1.5</b> <ul style="list-style-type: none"> <li>➤ Speaks clearly</li> <li>➤ Mispronounces no words</li> <li>➤ No “um”s and “like”s</li> <li>➤ Delivery is not too fast and not too slow</li> <li>➤ Pauses used to great effect</li> <li>➤ <b>Transitions</b> seamlessly from one topic to the next</li> <li>➤ Voice is projected well</li> <li>➤ Volume does not decrease at the ends of sentences</li> <li>➤ Volume is loud enough to be heard by all audience members throughout the presentation</li> </ul>				
<b>Preparedness</b> <ul style="list-style-type: none"> <li>➤ Is completely prepared and has obviously practiced</li> <li>➤ Speaks about the topic with confidence</li> <li>➤ Clearly shows understanding of the topic</li> <li>➤ Incorporates correct terminology</li> <li>➤ Never loses his or her place</li> <li>➤ No reading of notes or projector screen</li> <li>➤ Looks presentable</li> </ul>				
<b>Enthusiasm and Tone</b> <ul style="list-style-type: none"> <li>➤ Facial expression shows interest in the topic – never looks bored</li> <li>➤ Erect posture – no sitting</li> <li>➤ No nervous tics – feet shuffling, playing with hair, rocking back and forth</li> <li>➤ Regular eye contact with all audience members</li> <li>➤ Appropriate use of <b>voice inflection</b> – never sounds bored or robotic</li> <li>➤ Uses appropriate gestures – not too wild and not too rigid</li> </ul>				
<b>Use of Visuals</b> <ul style="list-style-type: none"> <li>➤ Visuals add clarity to the presentation and enhance the audience’s understanding</li> <li>➤ Visuals are incorporated seamlessly into the presentation</li> <li>➤ Electronic visuals are prepared and cued up well ahead of time</li> </ul>				