### Oral Presentation Assessment Rubric* (Individual)

<table>
<thead>
<tr>
<th>TRAIT</th>
<th>4</th>
<th>3</th>
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<tbody>
<tr>
<td><strong>NONVERBAL SKILLS</strong></td>
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<tr>
<td>Eye Contact</td>
<td>Holds attention of entire audience with the use of direct eye contact, seldom looking at notes or visual aid.</td>
<td>Consistent use of direct eye contact with audience, but still returns to notes or visual aid.</td>
<td>Displayed minimal eye contact with audience, while reading mostly from the notes or visual aid.</td>
<td>No eye contact with audience. Entire report is read from notes or visual aid.</td>
</tr>
</tbody>
</table>
| Body Language | • Body weight equally balanced when stationary  
• Doesn’t walk around excessively  
• Gestures and facial expressions accompany speech | • Body weight equally balanced when stationary  
• Causes a small distraction by walking back and forth  
• Made movements or gestures that enhances articulation | • Body weight balanced on one side when stationary  
• Causes a considerable distraction by walking back and forth  
• Very little movement or descriptive gestures | • Either stays stationary with body weight unequally balanced or walks back and forth the majority of the time  
• No movement or descriptive gestures |
| Poise        | Displays relaxed, self-confident nature with no mistakes          | Makes minor mistakes, but quickly recovers from them; displays little or no tension | Displays mild tension; has trouble recovering from mistakes | Tension and nervousness is obvious; has trouble recovering from mistakes |

**COMMENTS:**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Enthusiasm</td>
<td>Demonstrates a strong, positive feeling about topic during entire presentation</td>
<td>Occasionally shows positive feelings about topic</td>
<td>Shows some negativity toward topic presented</td>
<td>Shows absolutely no interest in topic presented</td>
</tr>
</tbody>
</table>
| Elocution         | • Correct, precise articulation and pronunciation  
• Clear, loud, appropriate pitch of voice  
• Steady, appropriate pace  
• Constructive use of pausing | • Most words correctly pronounced and articulated  
• Clear, average sound level with appropriate pitch  
• Pace varies slightly  
• Constructive use of pausing with minor inappropriate pausing | • Most terms are incorrectly pronounced or articulated  
• Low voice, pitch varies  
• Pace is either too fast or too slow through most of presentation  
• Pausing is used in a destructive manner to presentation | •Presenter is mumbling all words or incorrectly pronounces and articulates them  
• Voice is too low to hear, pitch is monotonous  
• Pace is too fast or slow through entire presentation |
| Language Usage    | • Jargon avoided, language appropriate for audience to understand  
• No socially unpleasant words | • Some jargon used  
• Language appropriate for audience to understand  
• Some socially unpleasant words  
• Moderate interjections/fillers | • Jargon used for majority of presentation, language is unfamiliar to audience  
• Some socially unpleasant words  
• Excessive interjections/fillers | • Entire presentation contains either too much jargon or language that is unfamiliar to audience  
• Frequent socially unpleasant words  
• Excessive interjections/fillers |

**COMMENTS:**
<table>
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| Subject Knowledge| Demonstrates full knowledge by answering all audience questions with explanations and elaboration | At ease with expected answers to all questions, without elaboration | Uncomfortable with information and is able to answer only rudimentary questions. | Does not have grasp of information
|                  |                                                                  |                                                                  |                                                                  | Cannot answer questions about subject                             |
| Organization     | • Presents information in logical, interesting sequence which audience can follow  
                    • Main points addressed  
                    • Appears completely prepared | • Presents information in logical sequence which audience can follow  
                    • Main points addressed with some excess or unnecessary information  
                    • Appears prepared | • Audience has difficulty following presentation because presenter jumps around  
                    • Main points overshadowed by excess or unnecessary information | Audience cannot understand presentation because there is no sequence of information
|                  |                                                                  |                                                                  |                                                                  | Main points not addressed, presentation contains unnecessary information
|                  |                                                                  |                                                                  |                                                                  | Appears completely unprepared                                     |
| Visual Aid       | • Presentation has no misspellings or grammatical errors  
                    • Attractive and appealing presentation  
                    • Logical sequence of information, clear | • Presentation has no more than two misspellings and/or grammatical errors  
                    • Attractive and appealing presentation  
                    • Sequence is slightly confusing or some excess information is included | • Presentation has three misspellings and/or grammatical errors  
                    • Presentation is difficult to read or see and contains some unappealing aspects  
                    • Sequence is confusing and/or contains unnecessary excess information | Presentation has four or more spelling and/or grammatical errors
|                  |                                                                  |                                                                  |                                                                  | Presentation is difficult to read or see and contains excess unappealing aspects
|                  |                                                                  |                                                                  |                                                                  | Sequence makes no sense                                           |
| Timing           | Presentation given within allotted time with time for questions | Presentation given within allotted time by 15-30 seconds          | Presentation given over allotted time under 30 seconds            | Presentation given over time over 30 seconds                       |

**COMMENTS:**

<table>
<thead>
<tr>
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<th>4</th>
<th>3</th>
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</table>
|                  | • Attire is appropriate for setting  
                    • Attire is clean and free of wrinkles  
                    • Hygiene is apparent  
                    • Excessive jewelry, tattoos or other accessories are hidden or taken out | • Attire is appropriate for setting  
                    • Attire is clean and free of wrinkles  
                    • Hygiene is apparent  
                    • Excessive jewelry, tattoos or other accessories visible | • Some aspects of attire not appropriate for setting  
                    • Attire reveals stains or excessive wrinkles  
                    • Some aspects of hygiene are unapparent  
                    • Excessive jewelry, tattoos or other accessories visible | • Attire is entirely not appropriate for setting  
                    • Attire reveals stains or excessive wrinkles  
                    • Hygiene is not apparent in some regard  
                    • Excessive jewelry, tattoos or other accessories visible |

**COMMENTS:**