

Name Oral Communication

Description Prepare and deliver oral presentations.

Rubric Detail

Criteria	Levels of Achievement			
	Exemplary	Proficient	Apprentice	Novice
Organization & Content Weight 20.00%	100 % Presentation is clear, logical, and well organized. Technical information is at an appropriate level for the audience. Key concepts and terms are clearly explained. Easy to follow reasoning.	85 % Presentation is generally clear and organized. Technical information is at an appropriate level for the course. Some concepts are not completely clarified.	50 % Presentation is difficult to follow. Organization is haphazard. Technical information is at a marginal level for course. Many concepts are unclear or not discussed.	10 % Direction and focus of presentation is unclear. Technical information is unacceptable for course. Most concepts are unclear or not discussed.
Multimedia/Graphics Weight 15.00%	100 % Multimedia/graphics clearly enhance presentation. Graphics are clear and readable from the audience.	85 % Multimedia/graphics contributes to the quality of the presentation. Graphics may have some blurriness or hard-to-read fonts/colors.	50 % Multimedia/graphics poorly prepared or used inappropriately. Graphics are blurry and/or have hard-to-read fonts/colors.	10 % Multimedia/graphics are so poor as to be distracting.
Slide Appearance & Grammar Weight 15.00%	100 % Information is easy to see, read, and follow. Font sizes and foreground/background colors are readable. Grammar is good. Presentation follows formatting instructions given by instructor.	85 % Information is generally easy to see, read, and follow. Minor issues with font sizes and/or colors that affect readability. Grammar is good. Presentation generally follows formatting instructions given by instructor.	50 % Information is difficult to see, read, and follow. Multiple issues with font sizes and/or colors that negatively affect readability. Grammatical mistakes are noticeable. Presentation does not really follow formatting instructions.	10 % Information is unclear and/or illegible. Many grammatical mistakes. Presentation does not follow formatting instructions
Delivery Weight 15.00%	100 % Voice is projected and easy to hear. Transitions well from slide to slide.	85 % Voice is mostly projected and can almost always be heard. Transitions are for the most part good, but there are some noticeable pauses or verbal fillers (um, uh, etc.).	50 % Voice is not well projected and/or is difficult to hear at times. Transitions are cumbersome, with multiple pauses and verbal fillers (um, uh, etc.).	10 % Voice cannot be heard and/or excessive pauses and verbal fillers distract from the presentation.

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Body Language Weight 15.00%	100 % Speaks to the audience for the majority of the talk.	85 % Generally speaks to the audience, with occasional instances of looking at the screen, notes, etc.	50 % Spends a great deal of the presentation looking at the screen, notes, floor, etc. instead of speaking to the audience.	10 % Spends most or all of the presentation looking at the screen, notes, floor, etc. instead of speaking to the audience.
Time Management Weight 15.00%	100 % All team members take roughly equal time presenting. Team does not significantly exceed or present for less than the allocated time.	85 % Some team members may present longer or for less time than others. Team somewhat exceeds or presents for less than the allocated time.	50 % Time allocation between team members is noticeably skewed. Team exceeds or presents for less than the allocated time.	10 % Time allocation between team members is significantly skewed. Team significantly exceeds or presents for less than the allocated time.
Question & Answer Weight 5.00%	100 % Answer adequately and without hesitation, including acknowledgment of lack of knowledge when appropriate.	85 % Answers adequately, with some hesitation, including acknowledgment of lack of knowledge when appropriate.	50 % Answers are not always adequate. Hesitates with noticeable pauses. Does not acknowledge lack of knowledge where appropriate.	10 % Questions are not answered or are answered with great difficulty. Hesitates with significant, uncomfortable pauses. Does not acknowledge lack of knowledge where appropriate.

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