

## Oral Presentation Rubric - Professional Communications

Student Name:

Period:

CATEGORY	5 Exemplary	4 Commendable	3 Acceptable	2 Revisit	1 Unsatisfactory
<b>Content</b>	Shows a full understanding of the topic.	Shows a good understanding of the topic.	Shows a good understanding of parts of the topic.	Does not seem to understand the topic very well.	No effort shown to understand the topic.
<b>Uses Complete Sentences</b>	Always (99-100% of the time) speaks in complete sentences	Mostly (80-98%) speaks in complete sentences.	Sometimes (70-80%) speaks in complete sentences.	Rarely speaks in complete sentences.	No effort shown to speak in complete sentences.
<b>Vocabulary</b>	Uses vocabulary appropriate for the audience. Extends audience vocabulary by defining words that might be new to most of the audience.	Uses vocabulary appropriate for the audience. Includes 1-2 words that might be new to most of the audience, but does not define them.	Uses vocabulary appropriate for the audience. Does not include any vocabulary that might be new to the audience.	Uses several (5 or more) words or phrases that are not understood by the audience.	No effort shown to use/explain appropriate vocabulary.
<b>Preparedness</b>	Student is completely prepared and has obviously rehearsed.	Student seems pretty prepared but might have needed a couple more rehearsals.	The student is somewhat prepared, but it is clear that rehearsal was lacking.	Student does not seem at all prepared to present.	No effort/interest shown to be prepared to present.
<b>Speaks Clearly</b>	Speaks clearly and distinctly all (100-95%) the time, and mispronounces no words.	Speaks clearly and distinctly all (100-95%) the time, but mispronounces one word.	Speaks clearly and distinctly most (94-85%) of the time. Mispronounces no more than one word.	Often mumbles or can not be understood OR mispronounces more than one word.	No effort shown to speak clearly.

<b>Posture and Eye Contact</b>	Stands up straight, looks relaxed and confident. Establishes eye contact with everyone in the room during the presentation.	Stands up straight and establishes eye contact with everyone in the room during the presentation.	Sometimes stands up straight and establishes eye contact.	Slouches and/or does not look at people during the presentation.	No effort shown to use professional posture or make eye contact.
<b>Volume</b>	Volume is loud enough to be heard by all audience members throughout the presentation.	Volume is loud enough to be heard by all audience members at least 90% of the time.	Volume is loud enough to be heard by all audience members at least 80% of the time.	Volume often too soft to be heard by all audience members.	No effort shown to use adequate volume to be heard.
<b>Time-limit/Pacing</b>	Presentation is 3 minutes long.	Presentation is 3-4 minutes long.	Presentation is 2 minutes long.	Presentation is less than 2 minutes OR more than 4 minutes.	No effort shown to adhere to time limit- student rambled.
<b>Visual Aid</b>	Visuals are skillfully executed, effectively incorporated into the presentation, and used to make the presentation more meaningful.	Visuals are competently executed, used to complement the information and make the presentation more interesting.	Visuals can be seen clearly and convey relevant and accurate information about the topic.	Visuals are sloppily executed and/or contain information not relevant or meaningful to the topic.	No effort shown to create a visual aid.
<b>Listens to Other Presentations</b>	Listens intently. Does not make distracting noises or movements.	Listens intently but has one distracting noise or movement.	Sometimes does not appear to be listening but is not distracting.	Sometimes does not appear to be listening and has distracting noises or movements.	No effort shown to be attentive to other presenters.

NOTES

TOTAL SCORE