

Oral Presentations Scoring Rubric

	Excellent (4)	Good (3)	Adequate (2)	Weak (1)
RESPONSE TO ASSIGNMENT: Oral presentations are expected to completely address the topic and requirements set forth in the assignment, appropriate for the intended audience.	The presentation responds to the assignment and addresses the topic and all requirements, at an appropriate technical level for the intended audience	The presentation responds to the assignment and addresses the topic, but has minor weaknesses with respect to some of the requirements and/or appropriate technical level	The presentation responds to the assignment and addresses the topic, but has significant weaknesses with respect to some of the requirements and/or appropriate technical level	The presentation does not respond to many of the requirements of the assignment, and/or is poorly tailored for the intended audience
ANALYSIS AND DISCUSSION: Oral presentations are expected to provide an appropriate level of analysis, discussion and evaluation as required by the assignment.	Presented material is completely analyzed and evaluated, providing support for main points with reasons, discussion of alternatives, explanations, and examples as appropriate	Presented material is analyzed and evaluated and appropriate reasons, discussion of alternatives, explanations, and examples are given for most of the main points	Presented material is analyzed and evaluated at a reasonable level but is not used effectively to support many of the main points	The depth of analysis and evaluation of the presented material is not sufficient, and discussion contains unnecessary or trivial material
ORGANIZATION: Oral presentations are expected to be well-organized in overall structure, beginning with a clear statement of the problem and ending with a clear conclusion.	The presentation is well-structured; its organization contributes to its purpose. The problem is clearly stated and technical content is well ordered for clarity	The presentation is generally well-structured, with only a few flaws in overall organization	The presentation has a defined structure, but the organization is not optimal for supporting the presentation's content	The presentation is poorly structured; organizational flaws undermine its effectiveness and clarity
STYLE/FORM AND FORMAT; Presentations are expected to be stylistically effective – that is, to consist of visual aids with well-chosen words and graphics which complement the speaker, and consistent with the time limit of the presentation.	The visual aids (e.g. PowerPoint slides) are informative, well designed, easy to read, and complement the speaker's content. The number of slides is consistent with the time limit of the presentation	The visual aids are informative and generally supportive of the presentation, but could be improved to more effectively complement the speaker's content	The visual aids are generally supportive of the presentation, but some of them are difficult to read, too busy, and/or not necessary for the intent of the talk	Visual aids are not designed to effectively to convey the information intended by the speaker
SPEAKING SKILLS: Presenters are expected to use an effective speaking style which exhibits enthusiasm, generates interest in the audience, and communicates the intended information.	Speaker is well prepared, establishes effective eye contact with the audience, speaks clearly and audibly, stays on topic and finishes the presentation on time	Speaker is prepared and familiar with the content of the visual aids, but may occasionally stray from topic and/or have other deficiencies in speaking style	Speaker is reasonably prepared but tends to look at visual aids for prompting, and is not able to communicate all of the intended content	Speaker is not prepared and has to read from visual aids or cue cards, does not use voice or body language effectively to engage audience in topic
PROFESSIONALISM: Presenters are expected to dress appropriately for the audience and act in a manner expected in a professional setting	Speaker is appropriately dressed, avoids distracting body language during presentation, comports him/her self professionally throughout the presentation	Speaker is appropriately dressed, generally acts professionally, but exhibits some minor lapses in decorum	Speaker is reasonably dressed, but some lapses in decorum detract from the presentation's impact	Speaker is not dressed appropriately for the audience, does not present him/her self in a serious and professional manner
CONCLUSIONS: Presentations are expected to draw appropriate conclusions and recommendations based on its content	Key points are clearly re-stated at the end of the talk so that the audience clearly understands the purpose of the technical work	The presentation has a conclusion but some of the key points are not highlighted effectively	The presentation has a brief conclusion but is not substantial in content	The presentation just seems to end abruptly without any summation for the audience