

## Oral Presentation Rubric

<b>Grade Element</b>	<b>NOT Acceptable F Under 37.5 pts</b>	<b>Below Expectation C 37.5 – 39.5 pts</b>	<b>Meets Expectations B- to B+ 40 – 44.5 pts</b>	<b>Exceeds Expectations A- to A 45 – 50 pts</b>
<b>CONTENT: 50%</b> Presentation appropriate to the specifications and audience.	Information lacking and fails to meet specifications or inappropriate for audience. Obvious lack of preparation.	Presents a general description of the issues but lacks a thorough discussion of alternatives. Either overlooks a constraint or concept or includes unnecessary material.	Comprehensive, accurate, and believable. Clearly demonstrates adequate knowledge of subject.	Material goes beyond the information found in usual sources and includes an exceptional level of original thought.
<b>METHOD: 25%</b> Organizes and presents material in a manner that can be understood and followed by the audience.	<b>Less than 18.75 pts</b> Presentation is disjointed and major portions follow no evident sequence.	<b>18.75 – 19.75 pts</b> Thought progression in presentation can be followed but contains gaps that reduces effectiveness and audience understanding.	<b>20 – 22.25 pts</b> Presentation is well organized, clear, logical, sequenced, and cohesive. Executes a problem solving approach.	<b>22.5 – 25 pts</b> Presentation designed for the material and audience. Goes beyond mere transfer of information and employs techniques to gain attention. Superior analysis, flow organization, and consistency.
<b>COMMUNICATION: 15%</b> Speaker communicates in a manner appropriate for intended audience and purpose of the presentation.	<b>Less than 11.25 pts</b> Excessive reading from note cards or screen, minimal eye contact with audience, inaudible, and poor use of time. Obvious lack of preparation.	<b>11.25 – 11.85 pts</b> Seems to lose train of thought and rambles; reads periodically from notes or screen. No audience involvement or recognition. Attempts to carry out problem solving techniques are incomplete or incorrect. Questionable level of preparation.	<b>12 – 13.35 pts</b> Professional appearance. Uses appropriate non verbal cues, gestures, and grammar. Poised, confident, and speaks clearly. Connects with audience – good eye contact. Time well used, not rushed. Appears rehearsed.	<b>13.5 – 15 pts</b> Elevates audience interest through voice inflection, verbal cues, and gestures. Connects with audience. Well rehearsed, effective, professional composure. Implements relevant problem solving techniques that account for all constraints.
<b>SUPPORTS: 10%</b> Prepares professional quality power point or other visual presentation aids that contribute to audience learning and understanding.	<b>Less than 7.5 pts</b> Obvious lack of compliance with requirements; visuals not legible, spelling and grammar errors, irrelevant or erroneous data.	<b>7.5 – 7.9 pts</b> Excessive number of visuals; information either missing or presented in a cumbersome style. Information contains significant content errors and a few spelling and grammatical errors.	<b>8 – 8.9 pts</b> Legible and complete visual supports. Effectively contributes by communicating ideas to audience. Good use of graphics, color, fonts, and text.	<b>9 – 10 pts</b> Superior organization, consistency, formatting, and readability of visual materials. Clearly demonstrates thoughtful development if visuals.

**Total Points:**

**F = less than 75**

**C = 75 to 79**

**B- to B+ = 80 to 89**

**A- to A = 90 to 100**

## Written Rubric

<b>Detailed Component</b>	<b>NOT Acceptable F      Less than 37.5 pts</b>	<b>Below Expectation C      37.5 – 39.5 pts</b>	<b>Meets Expectations B- to B+    40 – 44.5 pts</b>	<b>Exceeds Expectations A- to A      45 – 50 pts</b>
<b>CONTENT: 50%</b> Comprehensive report supported by specific details/examples from a literature search that is thorough and timely.	Several incidents of missing and/or inaccurate information. Fails to cite references from commonly known sources. Lack of a thesis statement. Obvious lack of preparation.	Some missing or false information. Minimal information from outside sources. Purpose unclear; lacks specificity	Supported by specific citations from reliable sources. Research adequate and includes recent findings in the field. Purpose clearly defined.	Goes beyond textbook and obvious references – compares/contrasts/integrates theory/subject matter with work experiences.
<b>READABILITY: 25%</b> Write assigned task in a sequence that is clear, logical and easy to follow.	<b>Less than 18.75 pts</b> Disjointed and difficult to follow. Includes ambiguous wording that creates confusion and wanders from the purpose Few, if any, transitions.	<b>18.75 – 19.75 pts</b> Wording is acceptable; minimal ambiguity but word choices are poor. Lacks syntax.	<b>20 – 22.25 pts</b> Logical flow with relevant transitions. Word choices and tone appropriate for all audience, content, and assignment.	<b>22.5 – 25 pts</b> Superior flow of material leading to thorough description of a well defined thesis statement. Interesting and enjoyable to read.
<b>STRUCTURE: 15%</b> Spelling, sentence construction, and other grammatical elements support professionalism of presentation.	<b>Less than 11.25 pts</b> Multiple misspellings and grammatical errors. Obvious lack of preparation.	<b>11.25 – 11.85 pts</b> Uses excessive direct quotations. Number of headings distract from flow. Several spelling and grammatical errors.	<b>12 – 13.35 pts</b> Few errors in grammar, punctuation, or spelling. Organized so paper builds toward a conclusion that is logical and comprehensible.	<b>13.5 – 15 pts</b> Writing clear, complete and concise with strong, varied structure. Word choice precise and tone is appropriate to reader, content and purpose of assignment.
<b>FORMAT: 10%</b> Follows the Webster APA manual modifications. Paper neat and shows attention to detail.	<b>Less than 7.5 pts</b> No Reference List, Abstract, or other required deliverables. Obvious failure to follow prescribed guidelines.	<b>7.5 – 7.9 pts</b> Some text citations not in prescribed format. Minimal understanding of format requirements.	<b>8 – 8.9 pts</b> Meets requirements including text citations and headings. Scrutinizes reliability of sources used.	<b>9 – 10 pts</b> Superior compliance with APA/Webster style guidelines. Neat – shows attention to details.

**Total Points:**

**F = less than 75**

**C = 75 – 79**

**B- to B+ = 80 – 89**

**A- to A = 90 - 100**