

## Sample Scoring Rubrics for Presentations

Scoring Rubric for Oral Presentations: Indesign Portfolio

<b>Category</b>	<b>Scoring Criteria</b>	<b>Total Points</b>	<b>Score</b>
<b>Organization (15 points)</b>	The type of presentation is appropriate for the topic and audience.	5	
	Information is presented in a logical sequence.	5	
<b>Content (45 points)</b>	Introduction is attention-getting,	5	
	Technical terms are well-defined in language appropriate for the target audience.	5	
	Presentation contains accurate information.	10	
	Material included is relevant to the overall message/purpose.	10	
<b>Presentation (40 points)</b>	Speaker maintains good eye contact with the audience and is appropriately animated (e.g., gestures, moving around, etc.).	5	
	Speaker uses a clear, audible voice.	5	
	Delivery is poised, controlled, and smooth.	5	
	Good language skills and pronunciation are used.	5	
	Visual aids are well prepared, informative, effective, and not distracting.	5	
	Length of presentation is within the assigned time limits.	5	
	Information was well communicated.	10	
<b>Delivery</b>	Student dresses in business attire-business shirt, pants and tie for males-appropriate business dress for females-skirt-blouse	20	
<b>Score</b>	<b>Total Points</b>	<b>100%</b>	

## Scoring Rubric for Oral Presentations: Example #2

### Content and Scientific Merit (60 points)

#### *Introduction:*

- Defines background and importance of research.
- States objective, and is able to identify relevant questions.

#### *Body:*

- Presenter has a scientifically valid argument.
- Addresses audience at an appropriate level (rigorous, but generally understandable to a scientifically-minded group).
- Offers evidence of proof/disproof.
- Describes methodology.
- The talk is logical.

#### *Conclusion:*

- Summarizes major points of talk.
- Summarizes potential weaknesses (if any) in findings.
- Provides you with a “take-home” message.

### Speaking Style/Delivery (20 points)

- Speaks clearly and at an understandable pace.
- Maintains eye contact with audience.
- Well rehearsed (either extemporaneous or scripted presentation).
- Limited use of filler words (“umm,” “like,” etc.).
- Speaker uses body language appropriately.
- Speaker is within time limits.
- Speaker is able to answer questions professionally.
- Speaker is dressed appropriately.

### Audio/Visual (20 points)

- Graphs/figures are clear and understandable.
- The text is readable and clear.
- Audio/Visual components support the main points of the talk.
- Appropriate referencing of data that is/was not generated by presenter

### General Comments

Scoring Rubric for Oral Presentations: Example #3

<b>PRESENCE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-body language & eye contact						
-contact with the public						
-poise						
-physical organization						
<b>LANGUAGE SKILLS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-correct usage						
-appropriate vocabulary and grammar						
-understandable (rhythm, intonation, accent)						
-spoken loud enough to hear easily						
<b>ORGANIZATION</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-clear objectives						
-logical structure						
-signposting						
<b>MASTERY OF THE SUBJECT</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-pertinence						
-depth of commentary						
-spoken, not read						
-able to answer questions						
<b>VISUAL AIDS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-transparencies, slides						
-handouts						
-audio, video, etc.						
<b>OVERALL IMPRESSION</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-very interesting / very boring						
-pleasant / unpleasant to listen to						
-very good / poor communication						

**TOTAL SCORE** \_\_\_\_\_ / 30

Scoring Rubric for Oral Presentations: Example #4

	Poor		Excellent		
	1	2	3	4	5
<b>PRESENTATION SKILLS</b>					
Were the main ideas presented in an orderly and clear manner? .....	,	,	,	,	,
Did the presentation fill the time allotted? .....	,	,	,	,	,
Were the overheads/handouts appropriate and helpful to the audience? .....	,	,	,	,	,
Did the talk maintain the interest of the audience? .....	,	,	,	,	,
Was there a theme or take-home message to the presentation? .....	,	,	,	,	,
Was the presenter responsive to audience questions? .....	,	,	,	,	,

**KNOWLEDGE BASE**

Was proper background information on the topic given? .....	,	,	,	,	,
Was the material selected for presentation appropriate to the topic? .....	,	,	,	,	,
Was enough essential information given to allow the audience to effectively evaluate the topic? .....	,	,	,	,	,
Was irrelevant or filler information excluded? .....	,	,	,	,	,
Did the presenter have a clear understanding of the material presented? .....	,	,	,	,	,

**CRITICAL THINKING**

Were the main issues in this area clearly identified? .....	,	,	,	,	,
Were both theoretical positions and empirical evidence presented? .....	,	,	,	,	,
Were the strengths and weaknesses of these theories, and the methods used to gather this evidence adequately explained? .....	,	,	,	,	,
Did the presenter make recommendations for further work in this area? .....	,	,	,	,	,
Did the main conclusions of the presentation follow from the material presented? .....	,	,	,	,	,
Were competing explanations or theories considered and dealt with properly? .....	,	,	,	,	,

**OVERALL IMPRESSION** ..... / 15

**COMMENTS**

**TOTAL SCORE** \_\_\_\_\_ / 100