

Rubric for Presentations

Presentation Component	Unacceptable (0)	Acceptable (1)	Good (2)	Excellent (3)	Comments	Grade
1 - Overview: introduction of presenters; case or problem described with context; agenda described	no introduction or overview, background or agenda	introduction of presenters, but awkward, sketchy or unclear overview/agenda and background	confident and fluent introduction; clear overview/agenda and background, but could be more complete or polished	confident introduction of roles and contribution; clear purpose, overview, and agenda; relevant & clear background		
2 - Style: uses effective verbal and nonverbal communication skills (e.g., voice volume, inflection, eye contact, etc.)	poor style (long pauses, reads from notes, "Umm..." and other mannerisms, poor eye contact, monotone, etc.)	either fluent delivery but reading from notes, or awkward delivery but spontaneous	generally good delivery and spontaneity but could improve	excellent style involving complementary verbal and nonverbal styles, good projection with inflection, spontaneous speaking		
3 - Vocabulary: appropriate and fluent use of terms, concepts, and sources	little or no attempt to include terms, concepts, sources	uses terms but not well related, sporadic, misused or mispronounced	good use of terms but still uses jargon or forces or is awkward with use of terms	fluent vocabulary and pronunciation		
4 - Solution Process: appropriate and insightful application of procedures and practices	little or no inclusion of techniques, application, or practices	inaccurate or incomplete use of techniques	generally good presentation of process, but lacks polish, fluency, or originality	strong presentation of process with good fit, rationale, fluency, and originality		
5 - Coverage: thorough and balanced in treatment of topic	very incomplete, significant gaps, or biased treatment of topic	either thorough but biased, or incomplete but balanced	generally thorough and balanced but awkward, needs more evidence and/or better sequencing	thorough coverage of topic per assignment requirements with balanced treatment of perspectives		
6 - Rationale: explains reasoning and provides evidence	little or no reasoning, explanation, or evidence provided	reasoning and evidence presented but not well organized and/or poor sources	good logical reasoning and evidence, but not integrated	logical reasoning integrated with authoritative references on key points		
7 - Graphics: attractive & balanced layout, legible font	no graphics (may be appropriate in some cases)	graphics present but poor quality (illegible, inconsistent, , etc.)	well-done graphics, but too much or too little and/or not relevant to key points	well designed and attractive graphics that simplify or summarize key ideas		
8 - Team Roles: (if appropriate) team members have clear and equal roles	unclear team roles	clear team roles but unequal contribution	clear roles, equal contribution	clear roles, balanced contribution, good transition between presenters, cross reference each other		
9 - Discussion: prepared to facilitate discussion and is receptive to feedback	little or no discussion, unable to respond to questions	discussion but without clear organization or purpose, responses to questions vague or confused	prepared for discussion questions; responses relevant to questions and provide clarification or additional information	responsive to and elicits participant reaction and questions, responses are clear, confident and pertinent		
10 - Reflection: can identify what could be done differently to improve	little or no reflection on project activities	some reflection; some defensiveness to suggestions	able to identify unsuccessful activities; generally non-defensive to suggestions	able to identify and explain successful and unsuccessful activities, propose alternate paths to implement performance changes; positive & curious		

(Adapted from the College of St. Scholastica)