

Student Name _____

Oral Presentation: Scoring Guide

1.) Organization

- 4 points – Clear organization, reinforced by media. Stays focused throughout.
- 3 points – Mostly organized, but loses focus once or twice.
- 2 points – Somewhat organized, but loses focus 3 or more times.
- 1 point – No clear organization to the presentation.

2.) Content: currency & relevance

- 4 points – Incorporates relevant course concepts into presentation where appropriate
- 3 points – Incorporates several course concepts into presentation, but does not incorporate key concepts which are relevant to presentation.
- 2 points – Incorporates one or two course concepts into presentation. Some course concepts discussed are not relevant to topic.
- 1 point – Course concepts are not integrated into presentation or are not appropriately integrated

3.) Quality of slides/media

- 4 points – Slides/media support the presentation, are easy to read and understand. Slides contain no spelling or grammatical errors.
- 3 points – 80% of the slides/media are easy to read and understand. Others contain too much information or have illegible font. One or two spelling grammatical errors are present.
- 2 points – 50% of the slides/media are easy to read and understand. Others contain too much information or have illegible font. Three to five spelling or grammatical errors are present
- 1 point – 80% of the slides/media are difficult to read and understand. More than five spelling and grammar errors exist.

4.) Quality of conclusion

- 4 points - Clearly organized conclusion that wraps up the topic well, ties speech together and has a note of finality. Smooth transitional flow from body of presentation into summarization.
- 3 points - Conclusion is not complete or organized. Transitional flow from body of presentation to conclusion is not smooth.
- 2 points – Disconcerting flow from body of presentation into conclusion. Speaker moves from body of presentation into conclusion without a smooth, consistent flow.
- 1 point – Conclusion omitted. Speech just ends, it doesn't feel complete. Presentation does not end in a smooth manner.

5.) Voice quality, pace

- 4 points – Voice is clear, easy to hear and understand. Speaker enunciates. Pace is neither too fast nor too slow.
- 3 points – Problems exist with either enunciation or pace, but these problems occur for **less** than 20% of the speech.
- 2 points - Problems exist with either enunciation or pace, but these problems occur for **more** than 50% of the speech, but not more than 80% of the speech.
- 1 point – Voice is not clear, hard to hear and understand. Speaker mumbles. Pace is either too fast or too slow.

6.) **Professionalism**

- 4 points – Clothing is business-like, speaker is poised and well prepared. Lack of distracting mannerisms by speaker during presentation. Audience is able to focus entirely on information offered in presentation without distraction by the speakers
- 3 points – Clothing is business-like or neat. Speaker lacks some confidence and/or relies on note cards **less** than 20% of the time. A minimal number of distracting mannerisms during presentation. Focus by audience is interrupted by speaker’s mannerisms **less** than 20% of the time.
- 2 points – Clothing is business-like or neat in appearance. Speaker lacks confidence and/or relies on note cards **more** than 50% of the time but not more than 80% of the time. A moderate number of distracting mannerisms during presentation. Focus by audience is interrupted by speaker’s mannerisms **more** than 50% of the time but not more than 80% of the time.
- 1 point – Clothing is not appropriate and/or appearance is unkempt. Speaker reads entire presentation. Mannerisms are extremely distracting to the audience at least 80% of the time of the presentation. Mannerisms are so distracting that the audience finds it difficult to concentrate on presentation.

TOTAL _____

Scoring

0-9	Does not meet expectations
9-14	Meets expectations
15–18	Exceeds expectations