

MGT – 493 ORAL PRESENTATION RUBRIC: TEAM: _____ PRESENTER: _____ DATE: _____

Evaluation Criteria	Low Performance (0 – 1 Points)	Average (2 – 3 Points)	Exemplary Performance (4 – 5 Points)
Organization	No opening statement, or irrelevant statement. Loses focus more than once. Does not manage time effectively.	Has opening statement relevant to topic, gives outline of speech. Mostly organized with some transitions. Allows enough time to deliver speech, although it could have been better edited.	Clear opening statement that catches audience's interest and gives overview. Stays focused throughout. Has transition statements, ties sections together. Effective time management.
Quality of slides	Sloppy and/or unprofessional. May be difficult to read. Many slides are superfluous.	Readable, professional, appropriate number.	Readable, professional, imaginative and/or of high quality (without being a distraction).
Voice quality and pace	Demonstrates one or more of the following: hard to understand English, too soft, too loud, too fast, too slow, "umms".	Can easily understand – appropriate pace and volume. Delivery is mostly clear and natural.	Excellent delivery. Conversational, modulates voice, projects enthusiasm, interest, confidence.
Mannerisms	Demonstrates one or more distracting mannerisms, which may include bad posture, shifting feet, etc.	No distracting mannerisms. Decent posture	Uses body language effectively (and naturally) to maintain audience's interest.
Professionalism	Does not meet minimum requirements for business dress. Makes excuses for presentation. Word choice is not appropriate for audience. Inappropriately informal, does not stay in role.	Meets minimum standards for business dress. Treats audience professionally, Word choice is acceptable (does not use slang). Keeps nervousness under control.	Dresses as if already a working professional (quality, style, color choices). Treats audience professionally. Confident, shows command of topic.
Use of media/rapport with audience	Relies heavily on slides or notes. Makes little eye contact. Inappropriate number of slides (too many or too few.)	Looks at slides to keep on track with presentation. Appropriate number of slides. Maintains eye contact most of the time.	Slides are used effortlessly to enhance speech. Speech could be delivered without them. Perfect eye contact.
Ability to answer question	Cannot address basic questions.	Can address most questions with correct information.	Answers all questions with relevant, correct information. Speaks confidently.

Total Points: _____