

SHORT RUBRIC for ORAL PRESENTATIONS (Draft Spring 2008)

Presenter:

Feedback from:

For each criterion below, please circle

- key phrases that describe the presentation
- if helpful, an overall level (absent, developing, etc.)

1. Issue, question, or problem

Absent	Emerging	Developing	Satisfactory	Effective	Excellent
<ul style="list-style-type: none"> • Topic and/or core issue / problem / question are unclear. • Does not relate issue to larger contexts (regional, national, global, ethical, cultural, historical, etc.) or does so superficially. • Does not adequately convey why audience should care about the topic and issue. Not clear why this presentation is being done in this setting. • Scope of presentation may be overbroad or too narrow for target audience. 			<ul style="list-style-type: none"> • Clearly identified the topic and issue / question / problem. • Identifies specific context; may relate issue to larger contexts (regional, national, global, ethical, cultural, historical etc.). • Identifies why the topic/issue is important to this audience. Purpose for this presentation in this setting is clear. • Scope and depth of the presentation is congruent with the target audience. 		
Comments					

2. Critical Thinking

Absent	Emerging	Developing	Satisfactory	Effective	Excellent
<ul style="list-style-type: none"> • Limited exploration of assumptions, biases, and/or ethical considerations, or does not address them. • Needed information or data is limited; sources may be inadequate or some are not relevant, balanced, current, or credible. • Limited or no evaluation, analysis, or synthesis of information or data; may lack multiple views • Examples, analogies, and/or explanations do not resonate with target audience • Closure lacks clear message: conclusions, implications, questions, or recommendations which are accurate, appropriate, clearly linked to the issue. 			<ul style="list-style-type: none"> • Explored assumptions, biases, and ethical considerations • Needed information or data is provided from credible sources; quality sources are balanced, relevant, current • Information or data evaluated, analyzed, and synthesized; multiple views considered and implications explored • Examples, analogies, explanations well-selected for relevance to target audience • Closure has clear message: conclusions, implications, questions, or recommendations which are accurate, appropriate, clearly linked to the issue. Alternatively, may close by identifying new questions or next steps, or invite exploration by audience. 		
Comments					

3. Audience and Engagement

Absent	Emerging	Developing	Satisfactory	Effective	Excellent
<ul style="list-style-type: none"> • Not aware of / aligned to audience's interest, needs, background, and expertise; may read some cues about audience and attempt to adjust, with limited success. • Choices of tone, media, delivery, and overall approach do not effectively engage this audience. • Miscalculates level of audience expertise, either over-explaining or under-explaining terms and concepts. Does not check audience comprehension or does so minimally. • May not consider audience participation; or may include some opportunity for audience participation, though limited. 			<ul style="list-style-type: none"> • Anticipates or elicits audience's interest, needs, background, and expertise. • Choices of tone, media, delivery, and overall approach are effective to engage this audience. • Accurately targets or adjusts level of formality/ informality; reads audience's level of attention/understanding -- clearly defining terms where needed. Periodically checks audience comprehension • Engages participants and establishes a fruitful exchanges or dialog. Builds on expertise and expectations of audience. 		
Comments					

Note: Please turn page over for Organization, Presenter Delivery, and Format / Media.

4. Organization

Absent	Emerging	Developing	Satisfactory	Effective	Excellent
<ul style="list-style-type: none"> Poorly organized; or in places sequence may be cloudy / hard to follow Introduction unclear, incomplete, or missing; lacks content preview, background information and/or activity to prepare audience Periodic summaries minimal or missing; take-away points unclear, incomplete or missing Jumps between topics, and/or some transitions rough 			<ul style="list-style-type: none"> Well-organized, sequence is easy to follow Introduction prepares audience for topic and issue, provides content preview, essential background information or activity Periodic summaries of key points highlight take-away points; effective closure Smooth transitions make connections clear 		
Comments					

5. Presenter's Delivery

Absent	Emerging	Developing	Satisfactory	Effective	Excellent
<ul style="list-style-type: none"> Delivery somewhat uncomfortable, stiff, unsure, unprepared Eye contact with audience / gestures somewhat lacking or distracting At times speech is difficult to understand (speed, articulation, or projection limited audience comprehension); fillers (<i>er, um</i>) may distract Presentation was read or seemed memorized 			<ul style="list-style-type: none"> Delivery comfortable, poised, prepared Eye contact builds rapport with audience; gestures enhance presentation Speech smooth, clear, and articulate; voice projection and pacing effective; fillers (<i>er, um</i>) absent Natural-sounding delivery, with appropriate vocal expression. 		
Comments					

6. Format and Media

Absent	Emerging	Developing	Satisfactory	Effective	Excellent
<ul style="list-style-type: none"> Chosen format seems based on standardized assumptions about presentations; does not effectively convey material and message about the issue. Media and activities have not been selected for how they contribute to the message; or some media or activities contribute well while others do not. Presentation lacks congruence: presenter reads information from densely packed visuals or confuses the audience by talking about information that is not aligned with the visuals. At times, visuals contain extraneous or distracting information. Media is presented in a confusing or fast sequence or is slow to the point that the audience loses interest. Chosen format does not include activities to engage the audience. 			<ul style="list-style-type: none"> Chosen format effectively uses the venue, time allotment, audience, and available technology to convey a clear and memorable message. Media and activities are carefully selected for clarity, impact, and contribution of essential information. All materials communicate well. Activities, audios and visuals are introduced in a fluid manner, are well-paced, and effectively identified / labeled. Presentation is fully congruent: visuals anchor the audience in main points, while the presenter elaborates with supporting relevant information. Format includes activities to engage audience; may invite participation and dialogue suitable for the time and venue. 		
Comments					