Oral Presentation Rubric (8-24-00)
Department of Educational Leadership and Policy Studies

Oral Communication: Expressing ideas clearly when communicating orally.

	Levels of Achievement			
Criteria	**Exemplary**	**Proficient**	**Marginal**	**Unacceptable**
Organization	Presentation is clear, logical and organized. Listener can follow line of reasoning.	Presentation is generally clear and well organized. A few minor points may be confusing	Listener can follow presentation with effort. Some arguments are not clear. Organization seems haphazard.	Logic of arguments is not made clear. Listeners are confused.
Style	Level of presentation is appropriate for the audience. Presentation is a planned conversation, paced for audience understanding. It is NOT a reading of a paper. Speaker is clearly comfortable in front of the group and can be heard by all.	Level of presentation is generally appropriate. Pacing is sometimes too fast or slow. The presenter seems slightly uncomfortable at times, and the audience occasionally has trouble hearing the him/her.	Aspects of presentation are too elementary or too sophisticated for audience. Presenter seems uncomfortable and can be heard only if listener is very attentive. Much of the information is read.	Presentation consistently is too elementary or too sophisticated for the audience. Information is read to audience. Presenter is obviously anxious and cannot be heard.

Criteria	Exemplary	Proficient	Marginal	Unacceptable
Use of Communication Aids (e.g., Transparencies, Slides, Posters, Handouts, Computer-Generated Materials)	Communication aids enhance the presentation. They are prepared in a professional manner. • Font on visuals is large enough to be seen by all. • Information is organized to maximize audience understanding. • Details are minimized so that main points stand out.	Communication aids contribute to the quality of the presentation. Font size is appropriate for reading. Appropriate information is included. Some material is not supported by visual aids.	Communication aids are poorly prepared or used inappropriately. Font is too small to be easily seen. Too much information is included. Unimportant material is highlighted. Listeners may be confused.	No communication aids are used, or they are so poorly prepared that they detract from the presentation.
Content: Depth of Content	Speaker provides an accurate and complete explanation of key concepts and theories, drawing upon relevant literature. Applications of theory are included to illuminate issues. Listeners gain insights.	For the most part, explanations of concepts and theories are accurate and complete. Some helpful applications are included.	Explanations of concepts and/or theories are inaccurate or incomplete. Little attempt is made to tie theory to practice. Listeners gain little from the presentation.	No reference is made to literature or theory. Listeners gain no new insights.

Criteria	Exemplary	Proficient	Marginal	Unacceptable
Content: Accuracy of Content	Information (names, facts, etc.) included in the presentation is consistently accurate.	No significant errors are made. Listeners recognize any errors to be the result of nervousness or oversight.	Enough errors are made to distract a knowledgeable listener, but some information is accurate. The presentation is useful if the listener can determine what information is reliable.	Information included is sufficiently inaccurate that the listener cannot depend on the presentation as a source of accurate information. Listeners may have been misled.
Use of Language: Grammar and Word Choice	Sentences are complete and grammatical, and they flow together easily. Words are chosen for their precise meaning.	For the most part, sentences are complete and grammatical, and they flow together easily. With a few exceptions, words are chosen for their precise meaning.	Listeners can follow the presentation, but some grammatical errors and use of slang are evident. Some sentences are incomplete/ halting, and/or vocabulary is somewhat limited or inappropriate.	Listeners are so distracted by the presenter's apparent difficulty with grammar and appropriate vocabulary that they cannot focus on the ideas presented.
Use of Language: Freedom from Bias (e.g., Sexism, Racism, Agism, Heterosexism, etc.)	Both oral language and body language are free from bias.	Oral language and body language are free from bias with one or two minor exceptions.	Oral language and/or body language includes some significant bias. Listeners may be offended.	Oral language and/or body language frequently reflects bias. Some, if not all, listeners will probably be offended.

Criteria	Exemplary	Proficient	Marginal	Unacceptable
Personal Appearance	Personal appearance is completely appropriate for the occasion and the audience.	For the most part, personal appearance is appropriate for the occasion and the audience.	Personal appearance is somewhat inappropriate for the occasion and audience.	Personal appearance is inappropriate for the occasion and audience.
Responsiveness to Audience: Verbal Interaction	Highly responsive to audience comments and needs. Consistently clarifies, restates, and responds to questions. Summarizes when needed.	Generally responsive to audience comments and needs. Most of the time, clarifies, restates, and responds to questions, and summarizes when needed. Misses some opportunities for interaction.	Reluctantly interacts with audience. Responds to questions inadequately.	Avoids or discourages active audience participation. Is not responsive to group.
Responsiveness to Audience: Body Language	Body language reflects confidence and ease when interacting with audience.	Body language reflects comfort when interacting with audience.	Body language reflects some discomfort when interacting with audience.	Body language reveals a reluctance to interact with audience.