**Oral Presentation Rubric**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR/ Section: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **Criteria** | **3 points** | **2 points** | **1 point** | **Score/**  **Comments** |
| **Topic Preparedness** | Student was well-prepared with an accurately researched topic. | Student was somewhat prepared – could have used more practice. | Student was unprepared in presenting his/her information. |  |
| **Eye Contact** | Student made eye-contact for the majority of the time (only referring quickly to notes). | Student relied on notes for half of the presentation. | Student relied on notes for the majority of the presentation (more than half of the time). |  |
| **Volume/Voice Projection** | Student spoke loudly and clearly so the whole room could hear the presentation. | Student’s volume was not consistent throughout the whole presentation, could only be heard for some of the time. | Student’s volume could not be heard for the majority of the presentation. |  |
| **Body Language** | Student is standing straight with no distracting movements. Student gestures appropriately. | Student’s movements are somewhat distracting but do not take away from the overall presentation. | Student’s movements are distracting for the audience. |  |
| **Use of Visual Aid** | Student used the visual aid as an appropriate resource, only referring to it when needed. | Student did not use the visual aid appropriately, but made an attempt to do so. | Student either:  -Relied on the visual aid to give his/her presentation (read the visual)  -Did not utilize the visual aid at any point during the presentation. |  |
| **Time** | Student stayed within 20 seconds of the desired time limit. | Student was within 21-30 seconds of the set time limit. | Student was under/over 30 seconds of the set time limit. |  |

**Audience Member and Active Listener Checklist (1 point each):**

* Student stopped all distractions during presentations (did not have anything in hands).
* Student was a respectful and active listener during presentations. (remained in seat, eyes on speaker, quiet)

**Overall Comments:**

Total Points Awarded: \_\_\_\_\_\_\_\_\_\_\_ / 20 Final Grade: \_\_\_\_\_\_\_\_\_\_\_\_

Updated 2/13