

Oral Presentation Evaluation Rubric, Formal Setting

PRESENTER: _____

Non-verbal skills (Poise)

	5	4	3	2	1
Comfort	Relaxed, easy presentation with minimal hesitation	Generally comfortable appearance, occasional hesitation	Somewhat comfortable appearance, some hesitation	Generally uncomfortable, difficulty with flow of presentation	Completely uncomfortable, lack of flow to presentation, frequent hesitation
Evaluation					
Confidence	Ease of movement, minimal tension	Occasional mistakes but recovers quickly	Some tension noted, stiff body language	Tense body language, frequent mistakes	Tension and nervousness are obvious, multiple mistakes
Evaluation					
Connection	Frequent eye contact, readily engages audience	Consistent eye contact, uses notes infrequently	Some eye contact, dependent on notes	Minimal eye contact, frequently using notes	Generally reading from notes without eye contact or connection with audience
Evaluation					

ADDITIONAL COMMENTS:

Verbal skills

	5	4	3	2	1
Clarity	Clear, easy to understand	Occasionally difficult to understand	Audience must put forth effort to listen, poor pronunciation	Unclear, difficult to understand	Loses audience's attention due to lack of clarity
Evaluation					
Volume	Easy to hear, doesn't overpower audio equipment	Overall appropriate, some sentences trail off or are hard to hear	Generally audible, often hard to hear	Difficult to hear, poorly positioned audio equipment	Generally inaudible, not using audio equipment
Evaluation					

ADDITIONAL COMMENTS:

Content

	5	4	3	2	1
Information	Well-versed in subject, responds to questions with further explanation	Overall command of subject matter, responds to questions on a basic level	Generally comfortable with material, able to answer most questions	Basic understanding of material, but mastery not evident	Unfamiliar with subject matter, unable to answer questions
Evaluation					
Organization	Logical, interesting, clearly delineated themes and ideas	Generally clear, overall easy for audience to follow	Overall organized but sequence is difficult to follow	Difficult to follow, confusing sequence of information	No clear organization to material, themes and ideas are disjointed
Evaluation					
Visuals/Graphics	Easy to read, additive to presentation	Easy to read, reinforced presentation	Somewhat difficult to read	Hard to read, confusing or unclear	No value added to presentation, detracted from talk
Evaluation					

ADDITIONAL COMMENTS: