

Navigate Your Future Presentation Rubric

Organization

| Indicator | Excellent | Good | Fair | Needs Improvement | Not Demonstrated |
|---|-----------|------|------|-------------------|------------------|
| Greeting <i>Guides the audience into the topic</i> | 4 | 3 | 2 | 1 | 0 |
| Outline <i>Identifies the main points of the presentation</i> | 4 | 3 | 2 | 1 | 0 |
| Purpose <i>The presentation is focused and relevant to the topic</i> | 4 | 3 | 2 | 1 | 0 |
| References <i>References come from current and meaningful sources that enhance the presenter's arguments</i> | 4 | 3 | 2 | 1 | 0 |
| Conclusion <i>Emphasizes the topic's main points</i> | 4 | 3 | 2 | 1 | 0 |
| Organization Subtotal (20) | | | | | |

Verbal Delivery

| Indicator | Excellent | Good | Fair | Needs Improvement | Not Demonstrated |
|--|-----------|------|------|-------------------|------------------|
| Accuracy/Completeness <i>States major points accurately; Does not omit major points</i> | 4 | 3 | 2 | 1 | 0 |
| Appropriateness <i>Uses language appropriate for the audience</i> | 4 | 3 | 2 | 1 | 0 |
| Conciseness <i>Presents information in an understandable yet direct manner</i> | 4 | 3 | 2 | 1 | 0 |
| Sequence <i>Conveys information in a logical and meaningful sequence; easy to follow</i> | 4 | 3 | 2 | 1 | 0 |
| Tone <i>Appropriate speaking voice; maintains a comfortable pace; uses pauses effectively</i> | 4 | 3 | 2 | 1 | 0 |
| Verbal Delivery Subtotal (20) | | | | | |

Nonverbal Delivery

| Indicator | Excellent | Good | Fair | Needs Improvement | Not Demonstrated |
|--|-----------|------|------|-------------------|------------------|
| Appearance <i>Dresses in a manner appropriate for the presentation</i> | 4 | 3 | 2 | 1 | 0 |
| Enthusiasm/Confidence <i>Conveys a sense of confidence in knowledge of information</i> | 4 | 3 | 2 | 1 | 0 |
| Eye Contact <i>Directs eyes towards the audience for most of the presentation</i> | 4 | 3 | 2 | 1 | 0 |
| Gestures <i>Uses hands as appropriate to convey meaning</i> | 4 | 3 | 2 | 1 | 0 |
| Movement <i>Displays appropriate, relaxed movement during the presentation; avoids excessive shifts; avoids excessive stiffness</i> | 4 | 3 | 2 | 1 | 0 |
| Nonverbal Delivery Subtotal (20) | | | | | |

| | |
|-------------------|--|
| Total (60) | |
|-------------------|--|

Comments: