

Oral Presentation

Name: _____

	4. Distinguished	3. Proficient	2. Apprentice	1. Novice
Oral Presentation-Content: Relates to topic, detailed, and accurate	All content directly related to the topic. Content was thoroughly developed and demonstrated detailed knowledge of the topic. Opinions were supported by fact wherever possible.	Content directly related to the topic. Included many details that demonstrated knowledge of the topic. Most opinions were supported by facts.	Had difficulty explaining how the content and topic relate. Many opinions were not factually supported.	Presentation did not relate to topic. Included few details and relied heavily upon unsupported opinion.
Oral Presentation-Knowledge: Demonstrate knowledge of subject	Demonstrated a thorough knowledge of the subject matter. Able to use audience questions to further demonstrate understanding of the topic. Appeared to be an expert on the subject being presented.	Demonstrated a working knowledge of the subject matter. Able to satisfactorily answer audience questions and provided additional information upon request.	Demonstrated a basic knowledge of the subject matter. Able to address audience questions by repeating parts of the presentation - did not provide any additional information.	Demonstrated little or no knowledge of the subject. Unable to answer audience questions or comment further on any part of the presentation.
Oral Presentation-Stays on Topic: Relevant to the topic	Entire presentation focused on the topic. Able to answer audience questions without straying from subject.	Majority of presentation was on-topic. Made effort to return to topic when presentation or audience questions strayed.	Some material was unrelated to the topic, or presenter used unrelated material to pad the presentation.	More than half of the presentation did not directly address the topic.
Oral Presentation-Posture/Eye Contact: Appropriate posture and effective eye contact	Stood upright and appeared confident throughout. Avoided rocking, shifting, and other nervous behavior. Made eye contact throughout the audience.	Posture was good for most of the presentation. Made eye contact numerous times during presentation. Did not rely too heavily on notes or visual aids.	Sometimes rocked, shifted, or appeared uncomfortable. Made occasional eye contact with one or two audience members. Did not rely too heavily on notes or visual aids.	Posture was poor. Slouched, shifted from foot to foot, and appeared very uncomfortable. Made almost no eye contact with the audience. Looked down or at notes or visual aids.

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Oral Presentation-Enthusiasm: Energetic, not frenetic	Appeared enthusiastic about presentation at all times. Moderated level of excitement to hold audience's attention.	Appeared enthusiastic for most of the presentation. May have appeared overly enthusiastic at times. Held audience interest for most of presentation.	Showed some excitement about the topic. Attempted to modify behavior to engage audience on one or more occasions. Lost attention of some audience members.	Showed little or no enthusiasm about the topic. Did not moderate level of excitement in response to audience reaction. Lost audience interest.
Oral Presentation-Audience: Engage and interact with audience	Moderated speaking style based on audience feedback. Calmly and eloquently addressed audience questions and comments. Engaged audience for the duration of the presentation.	Adjusted volume, pace, and enthusiasm several times. Answered audience questions and addressed comments. Presenter adjusted enthusiasm or pace to hold audience attention.	Spoke more loudly when requested by audience members. Presenter was clearly uncomfortable. Presenter attempted to adjust enthusiasm or pace to hold audience attention.	Did not adjust speaking style based on audience reaction. Could not answer audience questions. Presenter made no visible effort to hold audience interest.
Oral Presentation-Pace: Speaks at an appropriate pace	Speaker adjusted pace to stay within allotted time. Speaker answered audience questions without running overtime or covered additional material if there were no questions.	Presentation was close to specified length. Speaker's pace was appropriate throughout.	Tended to speak too quickly or too slowly. Presentation ran a little long or was a bit too short.	Consistently spoke too fast or too slow. Presentation was much longer or shorter than specified length.

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____ My presentation will be detailed and accurate.

____ My presentation will demonstrate my knowledge of the subject matter.

____ All of the material in my presentation relates to the topic.

____ I will use good posture and eye contact during my presentation.

____ I will demonstrate by my demeanor that I am excited about my topic.

____ I will adjust my presentation style to engage the audience. I will interact with the audience when appropriate.

____ I will speak at an understandable rate. My presentation will last the specified amount of time.