Rubric for Evaluating Oral Presentations

Content

Structure
- Follows guidelines
- Presents information in a sequence that’s easy to follow
- Provides emphasis: what’s important? What’s especially interesting or promising about these sources?
- Generates interest among listeners

Clarity
- Points are clear: Clear thinking, clear sentences

Delivery

Vocal
- The speaker articulates clearly
- S/he speaks fluently—i.e., without a lot of pauses and stumbles—and at a good pace—not too fast
- Volume is appropriate for the space
- Speaker avoids “like,” “you know,” “uh...,” etc. and also avoids upspeak—that is, the speaker doesn’t make statements sound like questions.

Physical
- Speaker makes frequent eye contact with audience (whole audience and individuals, not just instructor)
- Speaker’s posture is alert yet easy, i.e., not stiff
- Speaker smiles and looks confident
- Gestures aid clarity and emphasis and don’t seem random
- Attire need not be formal, but it shouldn’t be so casual or sloppy that it distracts or detracts from your talk.

What was the **best** thing about the talk?

What would you recommend that the speaker work to **improve** for next time?