

P R E S E N T A T I O N R U B R I C

(for secondary and upper elementary grades)

	Below Standard	Approaching Standard	At Standard	Above Standard
Eye Contact & Physical Presence	<ul style="list-style-type: none"> ▶ does not look at audience; reads notes or slides ▶ holds things in hands nervously or keeps hands in pockets ▶ posture does not show confidence; (fidgets, slouches) ▶ clothes are not appropriate for the occasion 	<ul style="list-style-type: none"> ▶ makes some eye contact, or scans the room quickly, but reads notes or slides most of the time ▶ uses a few gestures but they do not look natural, or keeps hands too still to look natural ▶ posture shows some confidence, with only a little fidgeting or nervous movement ▶ some attempt to wear appropriate clothing for the occasion 	<ul style="list-style-type: none"> ▶ keeps eye contact with audience most of the time; only reads notes or slides sometimes ▶ uses hands naturally, making some gestures ▶ confident posture ▶ clothes are appropriate for the occasion 	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> ✦ keeps eye contact all the time, slowly scanning all of the audience; does not read notes or slides ✦ uses gestures smoothly, naturally to emphasize or illustrate points ✦ moves with purpose
Speaking	<ul style="list-style-type: none"> ▶ mumbles or goes too fast or slow ▶ speaks too softly to be heard ▶ frequently uses “filler” words (“uh, um, so, and, like”) ▶ pronounces several words incorrectly ▶ speaks in a style that is not appropriate for the occasion 	<ul style="list-style-type: none"> ▶ speaks clearly some of the time; sometimes too fast or slow ▶ speaks loudly enough for some of the audience to hear, but may speak in a monotone ▶ occasionally uses filler words ▶ pronounces a few words incorrectly ▶ speaks in a style that is appropriate for the occasion, most of the time 	<ul style="list-style-type: none"> ▶ speaks clearly; not too fast or slow ▶ speaks loudly enough for everyone to hear; changes tone to maintain interest ▶ rarely uses filler words ▶ pronounces words correctly ▶ speaks in a style that is appropriate for the occasion 	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> ✦ adds variety to speaking style (lower or higher volume, change of pace, use of character voices) ✦ uses pauses for dramatic effect or to let ideas sink in
Organization	<ul style="list-style-type: none"> ▶ does not meet requirements for what should be included in the presentation ▶ selects too much or too little information or the wrong kind of information ▶ gets ideas mixed up ▶ time is not used well; the whole presentation, or several parts of it, are too short or too long ▶ does not have an introduction and/or conclusion 	<ul style="list-style-type: none"> ▶ meets most requirements for what should be included in the presentation ▶ sometimes selects too much or too little information, or the wrong kind, about some topics ▶ some ideas are connected, but not all ▶ some parts feel too short or too long; too much or too little time is spent on one topic, slide, or idea ▶ has an introduction and conclusion, but they are not clear or interesting 	<ul style="list-style-type: none"> ▶ meets all requirements for what should be included in the presentation ▶ selects the right amount and kind of information to present ▶ states main idea & moves from one idea to the next clearly, in an order that makes sense ▶ time is well spent; no part feels too short or too long ▶ has a clear and interesting introduction and conclusion 	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> ✦ has a memorable introduction and conclusion ✦ connects introduction and conclusion (returns to a story, theme, or metaphor) ✦ effectively uses humor, stories, or metaphors
Audio/Visual Aids	<ul style="list-style-type: none"> ▶ does not use aids (pictures, drawings, objects, posters, maps, recordings, slides, other electronic media, etc.) 	<ul style="list-style-type: none"> ▶ uses aids but they do not add much to, and may distract from, the presentation ▶ aids are hard to read or hear, or are messy (writing or graphics are not neat or sound is not clear) ▶ aids are not ready to use and are not smoothly brought into the presentation 	<ul style="list-style-type: none"> ▶ aids add to the presentation ▶ aids are easy to see and/or hear, and are neat ▶ aids are ready to use and included smoothly into the presentation 	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> ✦ aids are especially creative and/or powerful ✦ shows skill in creating aids and/or using technology ✦ smoothly handles problems with aids and technological glitches, if they occur
Response to Audience Questions	<ul style="list-style-type: none"> ▶ does not address the audience’s questions; says little or goes off the topic 	<ul style="list-style-type: none"> ▶ may answer some of the audience’s questions, but not clearly and/or completely ▶ may try to answer a challenging question by faking it 	<ul style="list-style-type: none"> ▶ answers audience’s questions clearly and completely ▶ when asked a question he or she does not know the answer to, says “I don’t know” or explains how the answer could be found 	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> ✦ answers questions in a way that adds details, examples, or new points to the presentation ✦ smoothly handles questions that are unclear, off the topic, distracting, or challenging