

Grading Rubric for Presentation Quality

Presenter Team Number: _____

Presentation Topic: _____

Communication Effectiveness:

CATEGORY	Excellent-4	Good-3	Satisfactory-2	Needs Improvement-1	Score
Sequencing of Information	Information is organized in a clear, logical way. It is easy to anticipate the next slide.	Most information is organized in a clear, logical way. One slide or piece of information seems out of place.	Some information is logically sequenced. An occasional slide or piece of information seems out of place.	There is no clear plan for the organization of information.	
Effectiveness	Presentation includes all material needed to give a good understanding of the topic, including a clear introduction. The presentation is consistent with the driving question.	Presentation is lacking one or two key elements. Presentation is consistent with driving question most of the time.	Presentation is missing more than two key elements. It is rarely consistent with the driving question.	Presentation is lacking several key elements and has inaccuracies. Presentation is completely inconsistent with driving question.	
Use of Graphics	All graphics are attractive (size and colors) and support the topic of the presentation.	A few graphics are not attractive but all support the topic of the presentation.	All graphics are attractive but a few do not support the topic of the presentation.	Several graphics are unattractive AND detract from the content of the presentation.	
Text - Font Choice & Formatting	Font formats (color, bold, italic) have been carefully planned to enhance readability and content.	Font formats have been carefully planned to enhance readability	Font formatting has been carefully planned to complement the content. It may be a little hard to read.	Font formatting makes it very difficult to read the material.	
Spelling and Grammar	Presentation has no misspellings or grammatical errors.	Presentation has 1-2 misspellings, but no grammatical errors.	Presentation has 1-2 grammatical errors and/or spelling errors.	Presentation has more than 2 grammatical and/or spelling errors.	
Delivery	Presenters spoke at a good rate, volume and with good grammar. They maintained eye contact while using, but not reading, their notes.	Presenters spoke a little faster or slower than necessary, or too quietly or loudly. They used acceptable grammar. They maintained eye contact, but relied too much on their notes.	Presenters spoke at a good rate and volume, but used poor grammar. They relied heavily on their notes.	Presenters demonstrated having paid little attention to rate, volume or grammar. They read nearly word for word from notes.	
				Total	

Technical Content:

CATEGORY	Excellent-8	Good-6	Satisfactory-4	Needs Improvement-2	Score
Technical Content Accuracy	All content throughout the presentation is accurate. There are no factual errors.	Most of the content is accurate but there is one piece of information that seems inaccurate.	The content is generally accurate, but one piece of information is clearly inaccurate.	The content is confusing or contains more than one factual error.	
Technical Content Depth	The material presented is sufficiently detailed to enable full understanding of the technical problem and the challenges in solving it.	The material presented is almost sufficiently detailed to enable full understanding of the technical problem and challenges in solving it. Only 1-2 areas were not described in sufficient detail.	The material presented only contains enough detail to enable a partial understanding of the technical problem and challenges in solving it.	Audience members were unable to appreciate the technical problems due to the limited detail presented.	

Comments: