PRESENTATION RUBRIC

(for secondary and upper elementary grades)

	Below Standard	Approaching Standard	At Standard	Above Standard
Eye Contact & Physical Presence	▶ 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	▶ 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	▶ 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	*In addition to **At Standard** criteria:* ✚ 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	▶ 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	▶ 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	▶ 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	*In addition to **At Standard** criteria:* ✚ 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	▶ 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	▶ 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	▶ 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	*In addition to **At Standard** criteria:* ✚ 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	▶ does not use aids (pictures, drawings, objects, posters, maps, recordings, slides, other electronic media, etc.)	▶ 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	▶ 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	*In addition to **At Standard** criteria:* ✚ 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	▶ does not address the audience's questions; says little or goes off the topic	▶ may answer some of the audience's questions, but not clearly and/or completely ▶ may try to answer a challenging question by faking it	▶ 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	*In addition to **At Standard** criteria:* ✚ 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