

Speaking Rubric

Each category will be assigned a value of 0 to 4 according to the rubric. See the second page for scoring explanations. Some categories are weighted more than others (e.g., Organization is weighted more than Presentation Skills).

Component	4	3	2	1	0	Score	Multiplier	Points (Max)
	Comments/Notes							
Content Knowledge							Score x 3	____ (12)
Organization							Score x 3	____ (12)
Time Management							Score x 1	____ (4)
Verbal Delivery							Score x 1	____ (4)
Presentation Skills							Score x 2	____ (8)
							Total Points	____ (40)

Additional/General Comments:

Component	4	3	2	1	0
Content Knowledge	Technical content is presented fully, correctly, and with clear mastery of the material. Questions (if any) are answered with clear and complete explanations.	An adequate amount of technical content is presented and is mostly correct. Questions are answered with no significant errors.	Technical content presented is mostly correct with some minor errors. Most questions are answered but some without elaboration or sufficient explanation.	Technical content presented has some nontrivial errors. Persistent misuse of terminology, unnoticed nontrivial errors in the visual aids, significant errors of fact in the speech, inability to answer questions, or over-reliance on reading directly from note cards or slides are observed.	Technical content presented is grossly incorrect. Questions cannot be answered correctly. A total lack of understanding of the technical content is apparent.
Organization: Purpose Introduction Main Points Transitions Summary	The presentation is well organized including an introduction in which the purpose (on the assigned topic) is clearly stated. Main points are clear and organized with effective transitions. Presentation is summarized effectively	Purpose and main points are clear but presentation needs improvement in one of the five areas: Purpose, Introduction, Main Points, Transitions, or Summary.	Main points or purpose are evident but presentation needs improvement in at least two of the five areas.	Main points or purpose are not clear. Content is poorly organized and needs improvement in least three of the five areas.	The presentation's organization is so poor that the purpose and main points are not discernible.
Time Management	The presentation appropriately paced (neither rushed nor slow) with plenty of allocation of time for development of main points and for questions.	Very minor time management problems are present such as presentation being slightly rushed or a bit too short.	Minor time management problems are present, especially in terms of allocation of sufficient time to develop main points.	Poor time management is evident by either not using the time available to develop main points (presentation is very short) or not allowing sufficient time for questions (presentation is too long).	Very poor time management is evident.
Verbal Delivery	Speech is clear and audible. Language is descriptive, accurate, and engaging. Language appropriate to the presentation topic and audience.	Speech is clear and audible, using language that is mostly fluid with few noticeable pauses or dysfluencies, and a minimal use of jargon.	Speech is basically coherent and understandable. Pauses, dysfluencies, and use of jargon do not distract significantly from the presentation.	Delivery has significant problems of register or volume that impede understanding for whole sections of the presentation. Pauses, dysfluencies, or excessive use of jargon detract from the presentation.	Language or volume are so poor that the presentation becomes unintelligible.
Presentation Skills	The speaker is poised, natural, and confident, making appropriate gestures, facial expressions, and eye contact, and using prepared or impromptu presentation aids (slides, board notes) as appropriate. The speaker holds the audience's attention and stays focused on the topic.	The speaker is generally prepared and confident. Design of presentation aids or distracting habits are minor detractors. The speaker generally keeps the audience's attention and remains focused on the topic.	The presenter's nonverbal cues are mostly generally effective but distracting habits or poorly designed presentation aids are present. The speaker occasionally strays off topic and the audience's attention occasionally wanders.	The presentation is significantly weakened by poorly designed visual aids or the absence of appropriate visual aids, requiring extra effort from listeners to maintain focus. Distracting habits detract from the presentation. The speaker has trouble staying on topic and the audience pays little attention.	A combination of distracting habits and appearance, and absent visual aids, weakens the presentation so much as to render it incoherent and difficult to understand. The speaker often wanders off topic and the audience pays no attention.