

## Oral Communication: Rubric for Presentation and Delivery Skills

Criteria	Highly Satisfactory Demonstrated ability to deliver an effective business presentation	Satisfactory Demonstrated basic ability to deliver a business presentation	Unsatisfactory Failed to demonstrate the ability to deliver a business presentation
<b>Demonstrates effective speaking skills (clarity, pace, volume).</b>	Speaks clearly and with good pace and volume.	Speaks clearly and with satisfactory pace and volume most of the time.	Sometimes lacks clarity and is hard to hear.
<b>Makes appropriate use of vocabulary and body language.</b>	Uses appropriate vocabulary and extends the audience's vocabulary by defining words likely to be new to them.	Uses appropriate vocabulary but sometimes uses words the audience are probably unfamiliar with without defining them.	Vocabulary is mostly appropriate but sometimes uses words and phrases not understood by the audience.
<b>Uses effective techniques to engage and involve the audience.</b>	Stands up straight, looks confident and makes eye contact with most people. Invites audience participation and responds to questions with little difficulty.	Stands up straight and makes eye contact with some of the audience. Answers most questions.	Poor posture and makes little effort to make eye contact with the audience. Response to questions indicates a lack of topic knowledge.
<b>Makes effective use of visual aids and multimedia</b>	Visual aids/multimedia were carefully prepared and support the presentation effectively by adding impact and interest.	Visual aids/multimedia support the presentation and reinforce the spoken message.	Visual aids/multimedia were either not used or were largely ineffective or appeared to have been prepared in a hurry.

**Team Number:** .....

**Name:** .....

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