

Grading Rubric for Oral Presentations: Media, Ed & Marktplc 9.05

Oral presentations should present carefully considered content, be emotionally engaging and accessible to an audience, present points clearly, and be rehearsed in advance. Time limits will be imposed, and you may be penalized for going overtime, since organization of ideas and effective practice are critical to effectively presenting ideas and projects in any venue, from class to boardroom to trainees. Helping you master those skills is the reason for CI classes. Presentations will be graded according to the following criteria:

- **SUBSTANCE:** How well organized is the presentation? Is there a single provocative idea or two that drive the discussion? At the outset, does the presenter say what the argument is and forecast what (s)he will present? Are the key questions and evolving argument(s) clear and understandable? Are evidence and examples to support argument/ideas selected and explained well? Is a comfortable amount of time spent on each idea (not too much or too little)? Is there any confusion, or is content engaging and compelling to the audience? Was timing rehearsed and organized, so that the conclusion was not rushed? (45%)

- **AV AIDS:** Are there handouts or other materials that assist understanding? You will perform much better and your audience will connect with you and absorb your points more readily if you present a decent handout, use the blackboard, or present PPT slides to break content into digestible segments for your audience. This is an effective way of helping you organize your priority points. (25%)

- **STYLE:** How effectively does the student communicate his/her ideas, questions, and insights? Performance is key. Is the presenter engaged? Is presenter standing tall and well balanced on both feet, dressed appropriately (taken her/himself seriously as presenter/professional) and used her/his hands well for emphasis (not shoved them into pockets)? Has she modulated and projected her voice and made certain everyone can hear well? (Practice this at home!) Has she presented her material with genuine confidence, made interesting comparisons, used humor when appropriate, and made an effort to relax her audience and interact with them? Did she earn audience respect? (30%)

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