

Business, Computer and Information Technology Department
Oral Presentation Rubric

Name _____

Assignment _____

Points Earned () _____

Objectives	Below Basic 0-1 points	Basic 2 points	Proficient 3 points	Excellent 4 points	Total Points Earned
Content	Content does not meet objectives.	Essential parts missing or additional nonessential content added.	Minor content missing, unclear, or needs more details..	Correct; contained all required content; well organized; thorough.	
Vocabulary	Does not meet objectives.	Many grammatical mistakes; many filler words are used.	Uses appropriate grammar most of the time. An occasional filler word is used.	Correct and appropriate use of vocabulary.	
Voice Quality	Does not meet objectives.	Often cannot be heard; lacks enthusiasm.	Speaks clear, loud and enthusiastic most of the time.	Strong; loud; enthusiastic; professional.	
Nonverbal Communications	Does not meet objectives.	Many distracting gestures make during presentation; limited eye contact.	Some gestures distract from presentation; more eye contact needed.	Appropriate gestures; maintained eye contact throughout presentation.	
Professionalism	Unprofessional and inappropriate behavior during presentations; makes unethical decisions.	Multiple distractions and/or interruptions during presentations; makes ethical decisions.	Demonstrates professionalism most of the time; makes ethical decisions.	Demonstrates professionalism during co-workers presentations; makes ethical decisions.	