

# P R E S E N T A T I O N R U B R I C

(for secondary and upper elementary grades)

	Below Standard	Approaching Standard	At Standard	Above Standard
<b>Eye Contact &amp; Physical Presence</b>	<ul style="list-style-type: none"> <li>▶ does not look at audience; reads notes or slides</li> <li>▶ holds things in hands nervously or keeps hands in pockets</li> <li>▶ posture does not show confidence; (fidgets, slouches)</li> <li>▶ clothes are not appropriate for the occasion</li> </ul>	<ul style="list-style-type: none"> <li>▶ makes some eye contact, or scans the room quickly, but reads notes or slides most of the time</li> <li>▶ uses a few gestures but they do not look natural, or keeps hands too still to look natural</li> <li>▶ posture shows some confidence, with only a little fidgeting or nervous movement</li> <li>▶ some attempt to wear appropriate clothing for the occasion</li> </ul>	<ul style="list-style-type: none"> <li>▶ keeps eye contact with audience most of the time; only reads notes or slides sometimes</li> <li>▶ uses hands naturally, making some gestures</li> <li>▶ confident posture</li> <li>▶ clothes are appropriate for the occasion</li> </ul>	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> <li>✦ keeps eye contact all the time, slowly scanning all of the audience; does not read notes or slides</li> <li>✦ uses gestures smoothly, naturally to emphasize or illustrate points</li> <li>✦ moves with purpose</li> </ul>
<b>Speaking</b>	<ul style="list-style-type: none"> <li>▶ mumbles or goes too fast or slow</li> <li>▶ speaks too softly to be heard</li> <li>▶ frequently uses “filler” words (“uh, um, so, and, like”)</li> <li>▶ pronounces several words incorrectly</li> <li>▶ speaks in a style that is not appropriate for the occasion</li> </ul>	<ul style="list-style-type: none"> <li>▶ speaks clearly some of the time; sometimes too fast or slow</li> <li>▶ speaks loudly enough for some of the audience to hear, but may speak in a monotone</li> <li>▶ occasionally uses filler words</li> <li>▶ pronounces a few words incorrectly</li> <li>▶ speaks in a style that is appropriate for the occasion, most of the time</li> </ul>	<ul style="list-style-type: none"> <li>▶ speaks clearly; not too fast or slow</li> <li>▶ speaks loudly enough for everyone to hear; changes tone to maintain interest</li> <li>▶ rarely uses filler words</li> <li>▶ pronounces words correctly</li> <li>▶ speaks in a style that is appropriate for the occasion</li> </ul>	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> <li>✦ adds variety to speaking style (lower or higher volume, change of pace, use of character voices)</li> <li>✦ uses pauses for dramatic effect or to let ideas sink in</li> </ul>
<b>Organization</b>	<ul style="list-style-type: none"> <li>▶ does not meet requirements for what should be included in the presentation</li> <li>▶ selects too much or too little information or the wrong kind of information</li> <li>▶ gets ideas mixed up</li> <li>▶ time is not used well; the whole presentation, or several parts of it, are too short or too long</li> <li>▶ does not have an introduction and/or conclusion</li> </ul>	<ul style="list-style-type: none"> <li>▶ meets most requirements for what should be included in the presentation</li> <li>▶ sometimes selects too much or too little information, or the wrong kind, about some topics</li> <li>▶ some ideas are connected, but not all</li> <li>▶ some parts feel too short or too long; too much or too little time is spent on one topic, slide, or idea</li> <li>▶ has an introduction and conclusion, but they are not clear or interesting</li> </ul>	<ul style="list-style-type: none"> <li>▶ meets all requirements for what should be included in the presentation</li> <li>▶ selects the right amount and kind of information to present</li> <li>▶ states main idea &amp; moves from one idea to the next clearly, in an order that makes sense</li> <li>▶ time is well spent; no part feels too short or too long</li> <li>▶ has a clear and interesting introduction and conclusion</li> </ul>	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> <li>✦ has a memorable introduction and conclusion</li> <li>✦ connects introduction and conclusion (returns to a story, theme, or metaphor)</li> <li>✦ effectively uses humor, stories, or metaphors</li> </ul>
<b>Audio/Visual Aids</b>	<ul style="list-style-type: none"> <li>▶ does not use aids (pictures, drawings, objects, posters, maps, recordings, slides, other electronic media, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▶ uses aids but they do not add much to, and may distract from, the presentation</li> <li>▶ aids are hard to read or hear, or are messy (writing or graphics are not neat or sound is not clear)</li> <li>▶ aids are not ready to use and are not smoothly brought into the presentation</li> </ul>	<ul style="list-style-type: none"> <li>▶ aids add to the presentation</li> <li>▶ aids are easy to see and/or hear, and are neat</li> <li>▶ aids are ready to use and included smoothly into the presentation</li> </ul>	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> <li>✦ aids are especially creative and/or powerful</li> <li>✦ shows skill in creating aids and/or using technology</li> <li>✦ smoothly handles problems with aids and technological glitches, if they occur</li> </ul>
<b>Response to Audience Questions</b>	<ul style="list-style-type: none"> <li>▶ does not address the audience’s questions; says little or goes off the topic</li> </ul>	<ul style="list-style-type: none"> <li>▶ may answer some of the audience’s questions, but not clearly and/or completely</li> <li>▶ may try to answer a challenging question by faking it</li> </ul>	<ul style="list-style-type: none"> <li>▶ answers audience’s questions clearly and completely</li> <li>▶ 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</li> </ul>	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> <li>✦ answers questions in a way that adds details, examples, or new points to the presentation</li> <li>✦ smoothly handles questions that are unclear, off the topic, distracting, or challenging</li> </ul>