

CBA BSBA Oral Communication Rubric

Performance Dimensions	Not Met	Met	Exceeds
Organization of Presentation – Team			
Opening of presentation is engaging, captures attention, gives context			
Team members are appropriately introduced			
Agenda previews content of presentation			
Body corresponds with and fulfills the agenda			
Transitions smoothly between presenters			
Closing recaps main points (and, if appropriate, call to action)			
Presentation Style – Individual			
Appearance and dress of presenter are appropriate			
Body language is appropriate, reinforces message, displays confidence			
Eye contact is maintained and suitable			
Avoids just reading from or reading to PowerPoint			
Voice			
Volume is adequate to be heard easily			
Enthusiasm and confidence are projected through voice			
Rate of speaking is appropriate to facilitate understanding			
Clear articulation/enunciation/diction is maintained			
Filler words are avoided or used minimally (uhs, ahs, ums, like)			
Interacts with audience appropriately through presentation and Q&A			
Distracting behaviors are avoided (fidgeting, gum, phone)			
Team member supports and focuses on current speaker/presenter			
Manages time appropriately			
Use of Visuals - Team			
Visuals are legible (proper size and amount of text)			
Visuals are engaging (more than just text)			
Visuals are relevant			

[Adopted 11/2016]

Comments: