

### CBA BSBA Oral Communication Rubric

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

[Adopted 11/2016]

Comments: