Oral Presentation Evaluation Rubric

	Exceptional 4	Good 3	Fair 2	Poor 1
Organization	Presentation is very clear, logical and organized. Presentation time is 10 to 20 minutes.	Presentation is generally clear, logical and organized. A few minor points may be confusing. Presentation time is 10 to 20 minutes.	Organization seems haphazard. Panel can follow the presentation with effort. Presentation time is less than 10 minutes.	Presentation does not follow a logical sequence. Panel has difficulty following the presentation. Presentation time is less than 10 minutes.
Style	Presentation is a planned conversation, paced for audience understanding. It is NOT a reading of a paper. Speaker is clearly comfortable in front of the panel and can be heard by all.	Pacing is sometimes too fast or too slow. The presenter seems slightly uncomfortable at times, and the panel occasionally has trouble hearing the presenter.	Presenter seems uncomfortable and can be heard only if the panel is very attentive.	Information is read to the panel. Presenter is obviously anxious and cannot be heard.
Content	Presenter provides a complete and thorough review of Job Shadow and Community Service or Creative Work Project.	For the most part, review of Job Shadow and Community Service or Creative Work Project is thorough.	Review of Job Shadow and Community Service or Creative Work Project lacks detail and is not thorough.	One or more required components (Job Shadow and Community Service or Creative Work Project) are not reviewed.
Use of Technology (e.g. PowerPoint, Publisher, Photo Shop)	Technology aids enhance the presentation. They are prepared in a professional manner. There is visual documentation for all required components.	Technology aids contribute to the quality of the presentation. Appropriate information is included. Some components are not supported by visual documentation.	Technology aids are poorly prepared or used inappropriately. Not enough information is included. There is little visual documentation of required components.	No technology aids are used, or they are so poorly prepared that they distract from the presentation. There is no visual documentation of required components.
Use of Language	Presentation sentences are complete and grammatical, and they flow together easily. Words are chosen for their precise meaning. Presenter's voice had an appropriate pitch, speed, and volume.	For the most part, presentation sentences are complete and grammatical, and they flow together easily. With a few exceptions, words are chosen for their precise meaning. For the most part, presenter's voice had an appropriate pitch, speed, and volume.	Panel can follow the presentation, but some grammatical errors and use of slang are evident. Some sentences are incomplete, halting, and/or vocabulary is somewhat limited or inappropriate. Several times the presenter's voice had an inappropriate pitch, speed, and/or volume.	Panel is distracted by the presenter's apparent difficulty with grammar and appropriate vocabulary, and has difficulty focusing on the presentation. Presenter's voice frequently had and inappropriate pitch, speed, or volume.

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Responsiveness to Panel	Presenter is highly responsive to panel comments and questions. Consistently clarifies, restates, and responds to questions. Summarizes when needed.	Presenter is generally responsive to panel comments and questions. Most of the time, clarifies, restates, and responds to questions and summarizes when needed. Misses some opportunities for interaction.	Presenter reluctantly interacts with panel. Responds to questions inadequately.	Presenter avoids or discourages active panel participation. Is not responsive to the panel.
Personal Appearance	Personal appearance is professional and appropriate for the occasion and the panel. Boys -- dress slacks, dress shirt, tie, dress shoes, optional jacket Girls – dress, suit, dress slacks with jacket, dress shoes	For the most part, personal appearance is professional and appropriate for the occasion and the panel. Boys – Docker-type slacks, dress shirt or golf shirt, no tie, casual shoes Girls – Skirt or slacks, sweater or blouse, dress shoes	Personal appearance is somewhat unprofessional and inappropriate for the occasion and the panel. Boys – Khakis or casual slacks, solid color / collarless jersey, casual shoes Girls – casual slacks, casual top, casual shoes	Personal appearance is unprofessional and inappropriate for the occasion and the panel. Boys & Girls – any ONE of the following: jeans, tennis shoes, t-shirt
Presentation Portfolio	All required components* are complete, organized, and without errors.	All required components* are complete, organized, with some errors	All required components* are complete, organized, with several errors.	One or more required components* are missing, portfolio is unorganized, and/or there are many errors.

* Required components for Presentation Portfolio: Letter of Introduction; Resume; *Job Shadow*: Job Shadow Site Report, copy of Thank You Note, and Employer Evaluation; *Community Service Project*: Community Service Project Hours Log, Evaluation, copy of Thank You Note, and Report; *Creative Work Project*: Creative Work Project Hours Log and Report.

Name: _____ Date: _____ Total Score:_____/32
Minimum score of 23 is required to be Successful for the oral presentation. Any score below 23 requires the oral presentation to be revised and re-presented (at the convenience of the panel) until a minimum score of 23 is obtained.

Any student who fails the oral presentation, will be required to revise and re-present at the convenience of the panel until a passing score is obtained.