

Individual Presentation Grading Rubric

Presenter Name: _____

Title of Presentation: _____

	Needs Improvement 1 point	Satisfactory 2 points	Excellent 3 points	Grading
Knowledge of Business & Management Theories & Practices				
1. Content – Accuracy	Content contains more than one factual error	One piece of information is clearly inaccurate.	All content throughout the presentation is accurate. There are no factual errors.	
2. Sequencing of information	There is no clear plan for the organization of information.	Some information is logically sequenced. An occasional slide or piece of information seems out of place.	Information is organized in a clear, logical way. It is easy to anticipate the next slide.	
3. Project Addresses the Driving Question	Project is completely inconsistent with driving question.	Project is rarely consistent with driving question.	Project is consistent with the driving question.	

4. Project provided evidence to support argument.	Project is lacking more than two key elements.	Project is missing one or two key elements.	Project addresses all key elements.	
Computer Fluency Skills				
5. Use of Graphics	Several graphics are unattractive AND detract from the content of the presentation.	All graphics are attractive but a few do not support the topic of the presentation.	All graphics are attractive (size and colors) and support the topic of the presentation.	
6. Test – Font choice & Formatting	Font formatting makes it very difficult to read the material.	Font formatting has been carefully planned to complement the content. It may be a little hard to read.	Font formats (color, bold, italic) have been carefully planned to enhance readability and content.	
Communication Skills				
7. Spelling and Grammar	Presentation has more than 2 grammatical and/or spelling errors.	Presentation has 1-2 grammatical errors and/or misspellings.	Presentation has no misspellings or grammatical errors.	
8. Delivery	Presenter demonstrated having paid little attention to rate, volume or grammar. Presenter read nearly word for word from notes.	Presenter spoke at a good rate and volume, but relied heavily on notes.	Presenter spoke at a good rate and volume. Presenter maintained eye contact while using, but not reading notes.	