

Presenter: _____ Observer: _____ Date: _____

GENERAL PRESENTATION SKILLS RUBRIC (Circle as appropriate; Use the reverse side for written comments)

<i>Are the slides effective visual aids for the audience? Do slides help make key points clear, memorable?</i>			
1. Amount of TEXT in slides	Helps audience follow and understand	Too little: more text to support verbal	Too much: tighten up and focus on key points
2. VISUAL AIDS in slides (graphs, tables, diagrams, maps, charts, photos, etc.)	Help audience see and understand the message	Too few: add more to support arguments	Some not effective (edit, replace, or cut)
3. Slide COUNT and slide DENSITY	Appropriate	Arguments spread over multiple slides: condense to make points clearly	Too much: overwhelming given time limit; consider using "reserve slides"
4. FONT size	Appropriate	Sometimes too small	Sometimes too large
5. Use of slide TITLES	Succinctly captures main message of each slide	Slide titles too long	Slide titles not very informative
6. General STYLE of slides	Clean, clear, simple, consistent, professional	Fuzzy images, uneven style, formatting issues	Distracting gimmicks: clip art, images, themes
<i>Are all sources (for numbers, tables, graphics, quotes, etc.) clearly identified and cited for the audience?</i>			
7. SOURCES clearly identified and cited	Yes	Add complete citations	Sources are unclear
<i>Does the presenter manage time well? Is the presentation well-planned?</i>			
8. TIME management and PLANNING	Well-planned: key areas got ample time	Uneven: parts slow and parts rushed	Rushed: attempted too much given time limit
<i>Does the presenter use voice and speech to make it easy for the audience to understand and stay focused?</i>			
9. Voice VOLUME	Appropriate	Soft	Loud
10. Speech CLARITY	Clear	Sometimes unclear	Often unclear
11. Speech PACE	Appropriate	Slow	Fast
12. GRAPHS explained ("clear the chart")	Yes, clearly explained	Slow down	Clarify axes, units, etc.
13. FIGURES explained	Yes, clearly explained	Slow down	Clarify what is shown
14. TABLES explained	Yes, clearly explained	Slow down	Clarify numbers, meaning
15. EQUATIONS explained	Yes, clearly explained	Slow down	Clarify notation, meaning
<i>Are the arguments and message clear and coherent?</i>			
16. Any concerns about CLARITY ?	Audience gets lost in details: clarify big picture	Add more explanation	Confusing at times
17. COHERENT presentation: structure and logic easy for audience to follow	Audience can easily see connections among arguments and slides	Some parts a bit disjointed or unclear conclusions	Difficult to follow where presenter is going and where s/he ended up
<i>How effective is the presenter within a team-presentation format?</i>			
18. Smooth TRANSITIONS between presenters; First/last presenters give team roadmap/reinforce team message	Seamless: audience sees links and understands the presenter's role	Links to other presenters unclear; useful connections not made	First presenter: unclear roadmap; Last: does not reinforce team message
<i>How effective is the presenter in handling Q&A?</i>			
19. LISTENS (shows understanding of the questions) and ANSWERS effectively	Yes, clearly understands questions; answer them	Some incomplete/evasive answers	Important questions not fully understood
20. Specific things you observed the presenter doing well? Specific observations to help improve the talk? 			