

Grading Rubric for Paper Presenters on Communication Effectiveness

Name:

Paper Title:

CATEGORY	Excellent - 2	Satisfactory - 1	Unsatisfactory - 0	Score
Sequencing of Information	Information is organized in a clear, logical way. It is easy to anticipate the next slide.	Most information is logically sequenced. An occasional slide or piece of information seems out of place.	There is no clear plan for the organization of information.	
Effectiveness	Presentation includes all material needed to give a good understanding of the topic, including a clear introduction and conclusion.	Presentation is lacking one or more key elements. Presentation is sometimes inconsistent with thesis of the selected paper.	Presentation is lacking several key elements. Presentation is completely inconsistent with thesis of the selected paper.	
Use of Graphics	All graphics are attractive (size and colors) and support the topic of the presentation.	A few graphics are not attractive or do not support the topic of the presentation.	Several graphics are unattractive and detract from the content of the presentation.	
Text - Font Choice & Formatting	Font formats (color, bold, italic) have been carefully planned to enhance readability and content.	Font formatting neither helps nor hinders the presentation.	Font formatting makes it very difficult to read the material.	
Spelling and Grammar	Presentation has no misspellings or grammatical errors.	Presentation has 1-2 grammatical errors and/or spelling errors.	Presentation has more than 2 grammatical and/or spelling errors.	
Delivery	Presenter spoke at a good rate, volume and with good grammar. They maintained eye contact while using, but not reading, their notes.	Presenter spoke a little faster or slower than necessary, or too quietly or loudly. They may have used poor grammar. They maintained eye contact, but relied too much on their notes.	Presenter demonstrated having paid little attention to rate, volume or grammar. They read nearly word for word from notes.	
Total Score (out of 12)				

Comments: