

Points	5	10	15	20	Total
Organization	Audience cannot understand presentation because there is no sequence of information.	Audience has difficulty following presentation because speaker jumps around.	Speaker presents information in logical sequence which audience can follow.	Speaker presents information in logical, interesting sequence which audience can follow.	
Subject Knowledge and Topics	Speaker does not have grasp of information. Required topics are not addressed. Speaker cannot answer questions about subject.	Speaker is uncomfortable with information and is able to answer only rudimentary questions. Required topics are only partially addressed.	Speaker is at ease with expected answers to all questions, but fails to elaborate. All of the required topics are addressed.	Speaker demonstrates full knowledge by answering questions with explanations and elaboration. All of the required topics are addressed.	
Written Mechanics	Speaker's presentation has four or more spelling errors and/or grammatical errors.	Presentation has three misspellings and/or grammatical errors.	Presentation has no more than two misspellings and/or grammatical errors.	Presentation has no misspellings or grammatical errors.	
Eye Contact	Speaker reads all of report with no eye contact.	Speaker occasionally uses eye contact, but still reads most of report.	Speaker maintains eye contact most of the time but frequently returns to notes.	Speaker maintains eye contact with audience, seldom returning to notes.	
Spoken Mechanics (Diction)	Speaker mumbles, incorrectly pronounces terms, and speaks too quietly for people in the back of class to hear.	Speaker's voice is low. Speaker incorrectly pronounces terms. Audience members have difficulty hearing presentation.	Speaker's voice is clear. Speaker pronounces most words correctly. Most audience members can hear presentation.	Speaker uses a clear voice and correct, precise pronunciation of terms so that all audience members can hear presentation.	
				Total Points:	