

Project-based Workshop Presentation Rubric

Component	Weight	Sophisticated (3)	Competent (2)	Needs Improvement (1)
Organization	15%	Presentation is clear, logical, and organized. Listeners can follow the line of reasoning.	Presentation is generally clear and well organized, but a few minor points may be confusing.	Organization is haphazard; listener can follow presentation only with effort. Arguments are not clear.
Content	40%	<p>Speaker provides accurate and complete explanations of the key concepts.</p> <ul style="list-style-type: none"> • Related work is mentioned, with a full citation present on the slide. • Equations are carefully presented, with all variables explained on the slide. • The key insights are explained via careful use of examples and/or analogies. • Listeners gain insights. 	<p>For the most part, explanations are complete and accurate.</p> <ul style="list-style-type: none"> • Related work is mentioned, but only a partial citation is present on the slide. • Equations are presented, but the meaning of variables is unclear. • The technical details are presented but little attempt is made to be insightful; examples and analogies are absent. 	<p>Explanations are inaccurate or incomplete.</p> <ul style="list-style-type: none"> • No attempt is made to discuss related work, or it is glossed over with no citation information provided. • Equations are either absent or are glossed over. • Little attempt is made to convey the technical details and key insight. • Listeners gain little from the presentation.
Style	15%	Level of presentation is appropriate for the audience. Presentation is a planned conversation, paced for audience understanding. It is not a reading of a paper. Speaker is comfortable in front of the audience.	Level of presentation is generally appropriate. Pacing is sometimes too fast or too slow. Presenter seems slightly uncomfortable at times, and audience occasionally has trouble hearing him/her.	Aspects of presentation are too elementary or too sophisticated for audience. Presenter seems uncomfortable and can be heard only if listener is very attentive. Much of the information is read.
Design	15%	<p>Communication aids enhance presentation.</p> <ul style="list-style-type: none"> • The font on the visuals is readable. • Information is represented and organized to maximize audience comprehension. • Details are minimized so the main point stands out. 	<p>Communication aids contribute to the quality of the presentation.</p> <ul style="list-style-type: none"> • Font size is mostly readable. • Appropriate information is included. • Some material not supported by visual aids. 	<p>Communication aids are poorly prepared or used inappropriately.</p> <ul style="list-style-type: none"> • Font size is too small to read. • Too much information is included. • Details or some unimportant information is highlighted and may confuse the audience.
Grammar and Language	15%	Sentences are complete and grammatical and flow together easily. Words are well chosen; they express the intended meaning precisely.	Sentences are complete and grammatical for the most part, but there are cases where the intended meaning could be expressed more succinctly or clearly.	Listeners can follow the presentation, but they are distracted by grammatical errors or use of slang. Some sentences are halting, incomplete, or vocabulary is limited or inappropriate.

(Adapted from the “Oral Communication Rubric”, Eberly Center for Teaching Excellence, Carnegie Mellon University and previous rubrics from Hari Sundaram.)