

# How-to Talks by Postdocs: Presentation Rubric

**1 = STRONGLY DISAGREE    2 = DISAGREE    3 = NEUTRAL    4 = AGREE    5 = STRONGLY AGREE**

## Delivery

<b>EYE CONTACT</b> Maintains strong eye contact with audience; rarely looks at notes.	1	2	3	4	5
<b>BODY LANGUAGE</b> Natural, comfortable movements that are neither overly active to the point of distraction nor completely still. Displays minimal or no tension.	1	2	3	4	5
<b>SPEECH</b> Speaks clearly and at an easy-to-follow pace. Tone is dynamic.	1	2	3	4	5

COMMENTS:

## Content

<b>APPROPRIATE LEVEL</b> Technical terms are defined and/or are appropriate for the target audience. Adequate background information is provided.	1	2	3	4	5
<b>ORGANIZATION</b> Information is presented in a logical sequence that is easy to follow and understand.	1	2	3	4	5
<b>PRESENTATION: TEXT</b> Presentation does not have misspellings or grammatical errors, and includes text that is important, relevant, and not excessive.	1	2	3	4	5
<b>PRESENTATION: VISUALS</b> Presentation is visually appealing. Visuals are used to engage the audience and complement the speaker's objective.	1	2	3	4	5

COMMENTS:

## Engagement

<b>ENGAGEMENT</b> Engages audience and welcomes questions. Responds to questions easily with clear explanations and elaboration.	1	2	3	4	5
<b>ENTHUSIASM</b> Appropriately demonstrates enthusiasm about the topic.	1	2	3	4	5

COMMENTS:

## Additional Comments:

---

2015. This rubric was developed by Karen Gau, Pamela Dillon, and Teraya Donaldson at Virginia Commonwealth University to support the [How-to Talks by Postdocs series](#). The following sources were used:

Purdue University. (n.d.) *Oral presentation rubric*. Retrieved on October 2, 2015 from [https://www.science.purdue.edu/Current\\_Students/curriculum\\_and\\_degree\\_requirements/oral\\_rubrics\\_gray.pdf](https://www.science.purdue.edu/Current_Students/curriculum_and_degree_requirements/oral_rubrics_gray.pdf)



ReadWriteThink. (2013). *Oral presentation rubric*. Retrieved on October 2, 2015 from [http://www.readwritethink.org/files/resources/printouts/30700\\_rubric.pdf](http://www.readwritethink.org/files/resources/printouts/30700_rubric.pdf)

ReadWriteThink. (2004). *Oral presentation rubric*. Retrieved on October 2, 2015 from [http://www.readwritethink.org/files/resources/lesson\\_images/lesson416/OralRubric.pdf](http://www.readwritethink.org/files/resources/lesson_images/lesson416/OralRubric.pdf)