

This rubric is a sample provided by the Department of Chinese Culture (PolyU)

Task: Oral Presentation

	Inadequate	Barely Adequate	Satisfactory	Good	Outstanding
Score-grade equivalence	F	D, D+	C, C+	B, B+	A, A+
Overall Impression	The presentation shows no attempt to address the main issue or question of the specific topic. It is obvious that the speaker has not gained any knowledge from the course. It is also impossible to use the content to write a research paper.	The presentation shows very limited attempt to address the main issue or question of the specific topic. The speaker has only retained very limited information from the course, or he/she seriously misunderstands the course content. The content of presentation is mostly useless for writing a research paper.	The presentation attempts to address the main issue or question of the specific topic, but he/she fails to focus on the main point or present his/her understanding effectively. The speaker has retained some information from the course, but does not fully understand it, and can not convey it to others. The content of presentation needs to be revised a lot before putting it into a research paper.	The presentation competently addresses the main issue or question of the chosen topic. It is appropriate for the time constraints and audience. The speaker has learned a great deal of knowledge from the course and is able to communicate this knowledge. With a few minor revision, the content of presentation could serve as a good basis for writing a research paper.	The presentation directly addresses the main issue or question of the chosen topic. It is exceptionally appropriate for the time constraints and audience. The speaker has retained all the knowledge from the course and is able to communicate it to others effectively. The content of presentation serves as a good basis for writing a research paper.
Content	The presentation shows no attempt to make an argument. There is no main point but only inconsistent claims. It does not provide any explanation of the key concepts or theories. Most information included is inaccurate or inconsistent.	The presentation shows very limited attempt to make an argument. The main point is unclear. Many of its explanation of the key concepts and theories is inaccurate. Many of the information included is inaccurate or inconsistent.	The presentation attempts but fails to make an argument. Some explanation of key concepts and theories is inaccurate. Some information included is inconsistent or inaccurate.	The presentation contains an argument, but listeners must make a few mental leaps to put it together. Most explanation of key concepts and theories is accurate. Most information included is accurate.	The presentation communicates an argument that is clear and discernable. It provides accurate and complete explanation of key concepts and theories. All information included is consistently accurate.
Organization	It is obvious that the presentation fails to build any kind of structure. The transition between powerpoint is unlogical.	The structure of the presentation is apparently chaotic and confusing. The transition between powerpoint slides is mostly unlogical and strange.	The presentation has a structure, but the introduction or conclusion is either too long or too short. The transition between powerpoint slides is sometimes unlogical or	The presentation is structured by introduction and conclusion. The transition between powerpoint slides is logical.	The presentation is well-structured by succinct introduction and conclusion. The transition between powerpoint slides is exceptionally logical.
Delivery	The presentation does not show any attempt to engage the audience. The speaker reads the notes all the time and has no eye contact with the audience. Audience could not follow the speaker. No time management or teamwork.	The presentation shows very limited attempt to engage the audience. The content is obviously too elementary or complicated for the audience. The pace is either too fast and too slow. The speaker mostly reads the notes and seems very uncomfortable. The audience should be very attentive to hear the speaker. Time management and teamwork is bad.	The presentation attempts to engage the intended audience, but its content is too elementary or complicated. The pace is sometimes too fast or too slow. The speaker sometimes reads the notes and seems uncomfortable. The audience sometimes has trouble hearing the speaker. Time management and teamwork needs to be improved.	The presentation is well-planned for the intellectual level and interest of the intended audience, but the pace is slightly too fast or too slow. The speaker occasionally read the notes. He/she sometimes seems slightly uncomfortable, and the audience occasionally has trouble hearing the speaker. Time management and teamwork is appropriate.	The presentation is well-planned for the intellectual level and interest of intended audience, well-paced for audience understanding. It is not a reading of a paper. The speaker is comfortable in front of the audience and can be clearly heard by all. Time management and teamwork is excellent.
Responsiveness to the audience	The speaker does not responds to audience questions, or responds totally inadequately. Body language reveals a reluctance to interact with the audience.	The speaker responds to audience questions sometimes inadequate. Body language sometimes reveals a reluctance to interact with audience.	The speaker is generally responsive to audience questions, but misses some opportunities for interaction. His/her body language reflects some discomfort interacting with audience.	The speaker clarifies his/her main point and responds to questions actively. But sometimes his response is slightly inconsistent. His/her body language reflects quite comfort interacting with the audience.	The speaker consistently clarifies his/her main point, and responds to questions actively. His/her body language reflects comfort interacting with the audience.
Use of Communication Aid	Communication aid is poorly prepared and does not enhance the presentation at all. The font size is too small to read. Too much or too less information is provided, which is not relevant with the topic at all. No pictures or videos are used, or if used they are not relevant with the topic.	Communication aid is not well- prepared. Mostly font size is too small to read. Information is not properly curtailed which obviously confuses the audience. Pictures or videos are used but not relevant with the topic.	Communication aid generally contributes to the quality of the presentation. But the font on the visuals is sometimes unreadable. Information is sometimes not properly curtailed which may confuse the audience. Pictures or videos are used to illustrate the speaker's main point, but sometimes the relevance is unclear.	Communication aid enhances the presentation. The font on the visuals is mostly readable. Information is curtailed but occasionally with unnecessary details. Pictures or videos are used to illustrate the speaker's main point, but occasionally the relevance of is unclear.	Communication aid greatly enhances the presentation. The font on the visuals is readable. Information is well curtailed to maximize audience comprehension. Appropriate pictures or videos are excellently used to illustrate the speaker's main point.
Language	The presentation contains no complete or grammatically correct sentences, only fragmented phrases or words. Vocabulary is extremely limited or always inappropriate. The language is full of jargon, racist and sexist.	Sentences are mostly incomplete or with many grammatical errors, making it very difficult for listeners to follow the speaker. Vocabulary is very limited or mostly inappropriate. There are many jargons and sometimes racist or sexist.	Sentences are sometimes incomplete or with grammatical errors, which distracts listener's understanding of the presentation. Vocabulary is limited or inappropriate sometimes. The language is mostly free from jargon, and non racist or sexist.	Sentences are mostly complete and grammatical, flowing together quite easily. Words are mostly well chosen and precisely express the intended meaning. The language is free from jargon, and non racist or sexist.	Sentences are complete and grammatical, flowing together easily. Words are well chosen and precisely express the intended meaning. The language enhances audience comprehension and enthusiasm for the topic.