TCO 341
Document Analysis Report Oral Briefing
Grading Rubric

Names of speakers : _____

Total points: 50

Points		Elements of Review
(5)	Audience	• Shows awareness of audience and audience level of understanding of report topic • Addresses entire audience during briefing
(20)	Presentation Content	• Pleasantly introduces topic • Covers main points of report • Covers topic with sufficient depth/details • Uses assertion/evidence approach to visuals • Summarizes briefing, highlighting important points
(10)	Presentation Quality	• Slides use quality design • Slides are legible • Text is spelled correctly & grammar is correct
(5)	Organization	• Uses logic flow of information • Uses clear transition between topics
(10)	Professionalism	• Uses language without grammatical errors or slang • Speaks clearly with consistent volume • Maintains excellent eye contact and presence with audience • Uses no verbal static (uh, ah, um) • Responds clearly and precisely to questions Speaker 1: Speaker 2: Speaker 3: Speaker 4:

Comments: