

**TCO 341**  
**Feasibility Report Oral Briefing**  
**Grading Rubric**

Name of briefer: \_\_\_\_\_

Topic: \_\_\_\_\_

Total points: 50

Points	Elements of Review	
(10)	Audience	<ul style="list-style-type: none"><li>• Shows awareness of audience and audience level of understanding of report topic</li><li>• Addresses entire audience during briefing</li></ul>
(10)	Presentation Content	<ul style="list-style-type: none"><li>• Pleasantly introduces topic</li><li>• Clearly explains relevance of topic</li><li>• Covers main points of report</li><li>• Covers topic with sufficient depth/details</li><li>• Summarizes briefing, highlighting important points</li></ul>
(10)	Presentation Quality	<ul style="list-style-type: none"><li>• 7-10 slides</li><li>• Slides use quality design</li><li>• Slides are legible</li><li>• Text is spelled correctly &amp; grammar is correct</li></ul>
(10)	Organization	<ul style="list-style-type: none"><li>• Uses TOBY format</li><li>• Provides overview of presentation</li><li>• Clear transition between topics</li><li>• Appropriate length</li></ul>
(10)	Professionalism	<ul style="list-style-type: none"><li>• Clear use of language without grammatical errors or slang</li><li>• Speaks clearly with consistent volume</li><li>• Excellent eye contact and presence with audience</li><li>• No verbal static (uh, ah, um)</li><li>• Clear and precise responses to questions</li></ul>

Comments: