

## SCORING RUBRIC

<b>GROUP RATING</b>		
<b>COORDINATION OF THE PRESENTATION</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	The speakers do not seem to be coordinated.	It is not clear who is supposed to accomplish each part of the presentation. They interrupt each other and repeat some parts of the presentation.
Acceptable	The coordination seems to be just a division of the work in halves.	The speakers start their part, without using connectives among their speeches.
Excellent	It can be clearly seen a coordination among speakers.	Both speakers use connectives among their speeches using expressions such as: 'As my partner said before...', 'As it was explained at the introduction...', 'Following the initial scheme...'....
<b>ORDER AND CLARITY IN THE PRESENTATION</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	The ideas are poorly organized.	The main idea is missing or not understood. The presentation does not open with an outline of the contents. Contents are repeated in different sections. Contents are not grouped in a logical order. The purpose of the talk is not introduced or presented. Uncommon terms are used and not explained.
Acceptable	The presentation follows a coherent order, although some support items are missing.	Explains the main ideas, but does not present an outline of contents and/or main conclusions.
Excellent	There is a logical and organized sequence between each of the parts. Concludes with the main ideas.	The audience did not get lost during the presentation, and they knew what was being discussed at all times.
<b>QUALITY OF THE SLIDES USED</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	There are various errors in the slides related to sharpness, typography, spelling and design.	The images are not sharp, and they are badly focused, poorly aligned or not identifiable. The color chosen makes it difficult to read the text.
Acceptable	Small formatting errors, with no spelling mistakes.	There is some room for error in the paragraph justification, alignment of images or different typographies between slides.
Excellent	There are no formatting errors, and the design is especially attractive.	Figures, images and text can be clearly seen. The choice of colors and formats is visually attractive. Headings and text have different sizes.
<b>UNIFORMITY OF VISUAL SUPPORT MEDIA</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	There are noticeable differences in the design of the different slides used.	Different types of letters, size, styles, backgrounds...between speakers.
Acceptable	The majority of the slides follow the same design.	Only figures and tables change.
Excellent	The format used throughout the presentation is homogenous.	There is no variation between the slides.
<b>TIME DISTRIBUTION AMONG SPEAKERS</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>

Deficient	The speakers do not share the exposure time equally.	In a 10-minute presentation, the difference in the use of time between the two speakers is more than 2 minutes.
Acceptable	Similar time distribution during the presentation.	In a 10-minute presentation, the difference in the use of time between the two speakers is less than 2 minutes.
Excellent	Identical time distribution during the presentation.	In a 10-minute presentation, each speaker uses 5 minutes.
<b>INDIVIDUAL RATING</b>		
<b>BODY LANGUAGE</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	Body posture and facial expression are not in consonance with the presentation, and distract the audience from the message.	Hands in pockets. Chews gum during the presentation.
Acceptable	Body posture and facial expression are most of the time in consonance with the presentation.	Sometimes uses an inappropriate gesture, but it does not last very much and does not hinder following the presentation.
Excellent	Body posture and facial expression are always in consonance with the presentation.	Uses his/her hands to point out specific aspects of the slides and to emphasize his/her speech. His/her gesticulation facilitates following the presentation.
<b>USE OF THE SPACE</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	Remains static during the presentation or obstructs the presentation more than 20% of the time.	During most of the presentation leans on the desk or the wall or just sits. In a presentation of 10 minutes, hinders the presentation over 2 minutes.
Acceptable	Moves through the presentation area rushedly and obstructs the presentation between 5% and 20% of the time.	Is continuously walking around the presentation area quickly, but does not hinder very much the presentation (in a presentation of 10 minutes, hinders the presentation less than 2 minutes).
Excellent	Moves through the presentation area slowly and obstructs the presentation less than 5%.	Has a smooth movement. Tries to avoid hindering the presentation (in a presentation of 10 minutes, hinders the presentation less than 30 seconds)
<b>RELATIONSHIP BETWEEN THE SPEECH AND THE IMAGES</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	The slides content (text and images) are not related to the speech.	The text and images do not have any relation to the content of the speech. The speaker does not refer to the slides, and could dispense with them.
Acceptable	The slides content is just mainly the speech itself.	The slides are basically the speech, but projected in large letters. The audience could just read the slides and do not need to listen at the speaker.
Excellent	The slides content supports the speech, but it is not just its reproduction.	The slides make the speech more interesting, and they enrich it. The speaker gives details, anecdotes and support that were not on the slides.
<b>CLARITY IN SPEAKING/VOCALIZATION</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	Does not vocalize enough.	The speaker does not vocalize nor pronounce adequately, so that he/she cannot be understood most of the time.
Acceptable	Tries to speak with enough clarity to be understood by the audience, and achieves it most of the time.	Small comprehension problems due to vocalization.
Excellent	Vocalizes well and naturally.	His/her vocalization is correct and the whole speech can be understood.

<b>VOICE TONE AND MODULATION</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	Monotonous tone, without voice inflections.	Speaks in such a quiet voice that the audience loses important parts of the speech. Does not highlight specific aspects of the presentation through his/her tone of voice.
Acceptable	Appropriate tone, but does not emphasize what is important.	Can be heard fine, but does not always reinforce the message with his/her tone or volume.
Excellent	Uses tone of voice and volume to reinforce the message.	Makes dramatic pauses after asking a question or making a comment, in order to draw attention. Changes his/her tone of voice to catch the audience attention.
<b>SUPPORT IN WRITTEN MATERIAL</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	Always reads the written material (slides, script or similar).	Reads the whole speech.
Acceptable	Reads the material at certain points, as support for the talk.	Reads a definition, or a specific figure, to provide precision.
Excellent	Never reads the material.	Knows the speech, but does not say it by heart.
<b>EYE CONTACT</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	Does not look at the audience, and does not even try.	Looks at the ceiling or out the window; stares at the floor; presents a blank stare....
Acceptable	Distributes the sight through the audience, but concentrating into a small part of it.	Looks at very few listeners, forgetting all others.
Excellent	Distributes evenly the sight through the audience.	Seems to look at everyone in its speech at least once.
<b>LANGUAGE AND VOCABULARY</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	Uses a reduced and bad language.	Uses jargon, swear words, filler words, repeats continuously the same word or ends the presentation with expressions like 'the end', 'nothing else', 'that is all',... Makes lots of grammatical mistakes.
Acceptable	Uses a 100% correct language and with a wide range of vocabulary during more than half of the presentation.	Does not use swear words, jargon or filler words.
Excellent	Uses a proper and formal vocabulary, with a wide range of it in 100% of the presentation.	In addition to the previous one, uses the specific terminology of the course.
<b>TIME MANAGEMENT</b>		
<b>Level</b>	<b>Definition</b>	<b>Examples</b>
Deficient	Does not tailor to the time allotted, either upwards or downwards, or speeds up or slows down to achieve adjustment.	Speaks more than a minute over or under the specified time. Skips slides to adjust the speech to the time left.
Acceptable	Tailors to the time allotted with a bias between 30 seconds and a minute. Does not speed up or slow down to achieve adjustment.	Speaks between half a minute and a minute over or under the specified time. Does not skip any slide to adjust the speech to the time left.

Excellent	Tailors to the time allotted without altering its pace to achieve adjustment.	Tailors to the time allotted, with a margin of at most 30 seconds over or under the specified time.
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