

Grading Rubric For Presentation Assignments

You may be asked to prepare presentation assignments for your LTU Online courses. Presentations may be delivered as narrated PowerPoint™ slide shows, video lectures, or using Web collaboration tools. LTU Online instructors use the following grading rubric to evaluate your work. Some instructors will use point totals rather than letter grades to evaluate your work, so review your course syllabus for complete information about assignments and expectations.

A grading rubric for presentation assignments is important for several reasons:

- Clearly informs students of instructors' expectations regarding assignments
- Insures a common evaluation framework across all online classes
- Provides students with the opportunity to evaluate their own work in advance of submitting an assignment

Letter Grade	Criteria
“A” Presentation(Exemplary)	<ul style="list-style-type: none">• Clear, succinct, and complete• Concepts described fully and communicated effectively• Strong preparation evidenced by strong organization, use of an agenda, and flow of concepts• Provided appropriate solutions for defined problems• No spelling or grammatical errors• Excellent incorporation of sources and references into the presentation• Fielded audience questions very effectively within the discussion forum
“B” Presentation(Proficient)	<ul style="list-style-type: none">• Mostly clear, succinct, and complete• Concepts described and communicated well• Adequate preparation as evidenced by good organization, use of an agenda, and flow of concepts• Provided adequate solutions for defined problems• Very few spelling or grammatical errors• Incorporated sources and references into the presentation• Fielded audience questions well within the discussion forum
“C” Presentation(Marginal)	<ul style="list-style-type: none">• Information presented not always clear or succinct• Concepts not described fully or communicated effectively• Inadequate preparation as evidenced by weak organization and flow, and/or lack of an agenda• Several spelling or grammatical errors• Sources and references not always used or improperly cited in the presentation• Did not respond effectively to audience questions within the discussion forum

<p>“D” Presentation(Unacceptable)</p>	<ul style="list-style-type: none"> • Information presented not clear or succinct • Concepts not described or communicated effectively • Weak preparation as evidenced by poor organization and flow of concepts • Unacceptable number of spelling or grammatical errors • Sources and references not cited properly or not used to support the presentation • Did not respond adequately or at all to audience questions within the discussion forum
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Tips About Successful Presentations

- Fitting content into a fixed time limit is difficult, but necessary. Practice your presentation out loud so you know how long you will speak.
- You should "chunk" even small presentations. Follow the old adage, "Tell your audience what you're going to tell them, tell it, and then tell your audience them what you've told them."
- Design a talk like a musical composition - use an introduction, a main theme, one or more variations on the main theme, a contrasting "breakup strain," and a closing proclamation.
- Don't "fade out" at the end of the presentation. Starting and finishing a talk is difficult, so be sure that you have both a strong opening and a strong closing.
- Project your voice to impart confidence. Maintain eye contact to engage your audience. Slow your speech and modulate your voice according to the size of the group and the presentation venue.
- Each student will engage an audience in different and unique ways, so "find your voice" so that you are both comfortable and compelling.