**Oral Communication and Project Presentation – NIU Management Department**

Class: _______________________ Topic: _____________________________ Date: __________________ Group # _________

### Individual Performance

<table>
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<th>Criteria</th>
<th>Below Expectation</th>
<th>Meets Expectation</th>
<th>Exceeds Expectations</th>
<th>Student Initials:</th>
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</table>
| Demeanor                      | Dresses inappropriately for presentation (if applicable)  
Uses slang or inappropriate words  
Does not stay in role. Makes excuses for the presentation  
Demonstrates distracting mannerisms | Is in appropriate graduate attire (if applicable)  
Stays in role and uses appropriate language  
Displays no distracting mannerisms | Dresses as a working professional (if applicable)  
Adopts professional presenter role and language  
Uses body language effectively to maintain audience interest |                      |
| Delivery (voice & pace)       | Speaks too softly and/or too fast  
Does not complete sentences or ideas  
Mumbles and is difficult to understand or to follow | Can be easily understood, appropriate pace & volume, delivery is mostly clear and natural  
Keeps nervousness under control | Has clear, strong voice projection and inflection  
Projects enthusiasm and interest  
Is composed and confident |                      |
| Rapport with audience         | Makes little eye contact with the audience  
Is excessively defensive. Ignores the surroundings  
Reads from materials | Looks at slides to keep on track with presentation  
Maintains eye contact with audience most of the time  
Refrains from being defensive | Uses materials effortlessly  
Moves around or looks around comfortably  
Addresses audience or individuals directly  
Uses humor appropriately |                      |
| Grasp of the material presented | Fails to use concepts and terms used in the field  
Makes significant mistakes in the use of terms or concepts | Has adequate understanding of the topic & material  
Uses appropriate terms & concepts  
Does not apply theory or concepts to the current situation | Has solid understanding of the topic & material  
Is fluent with terms, concepts, and theories without pretension  
Uses models/theory to reach key insight |                      |
| Quality of presentation       | Presents a superficial & mostly descriptive analysis  
Fails to address significant issue or perspective  
Makes significant errors in the analysis of case/situation | Is thoroughly familiar with the case/situation  
Bases conclusions from the facts and data presented in the case/situation | Takes into account different perspectives  
Presents original and pertinent insights  
Uses additional sources of relevant information |                      |
| Ability to answer questions   | Is unable or reluctant to answer general questions about the case and related materials  
Is unable to answer important direct question | Answers questions adequately about the case/situation and related materials | Answers all questions well  
Relates questions to a broader context and to other issues |                      |

**Overall (holistic) assessment of each individual performance or grade**

u-unacceptable, b-below expectations, m-meets expectations, a-above expectations, e-exceptional