|  |  |  |  |
| --- | --- | --- | --- |
| **Delivery** | **Exceeds Standards** | **Meets Standards** | **Fails to Meet Standards** |
| Attire |  | Professional – business casual or formal, as appropriate. | Inappropriate or distracting. |
| Eye Contact | Maintains eye contact continuously – scans entire audience. Has no need to look at slides except to confirm alignment or synchronization. | Maintains eye contact with audience most of the time. Checks slides or notes occasionally. | Reads most or all of report, making little or no eye contact with audience. Relies heavily on note cards or slides. |
| Body language (also use of hands, gestures, animation) | Conveys confidence and enthusiasm. Gestures are appropriate and add value/emphasis to message. | Body language is appropriate. Gestures do not detract from message, offer some support. | Conveys nervousness/lack of confidence, fidgeting, rigidity. Gestures detract from message. |
| Positioning/movement | Effortlessly uses positioning and changes it to engage audience and direct attention. | Appears comfortable, relaxed, and confident. Movement engages audience or directs attention to data. | Disconnected from audience and material. Rigidly planted; crossed ankles; rocking; rapid pacing. |
| Projection/modulation | Uses variation in pitch and volume to maintain audience attention and to emphasize points. | Is loud enough for all in audience to hear. Some variation in pitch and volume. | Too quiet to be heard by many in audience or excessively loud. Monotonic, no variation in pitch or volume. |
| Pace | Clear and engaging, neither too fast nor too slow, easy to understand, and maintains interest. | Neither too fast nor too slow; easy to understand. | Too fast or too slow or with long pauses to collect thoughts. Difficult to understand words. |
| Pronunciation | Clear, precise, and correct. | Articulates clearly. Audience can understand without effort. | Mumbles and mispronounces terms. |
| Use of “fillers” |  | No use of space fillers – um, like, etc. | Uses space fillers – um, like, etc. |
| Use of props/visual aids | Adds significant value and is used seamlessly. | Reason for use is clear and its contribution is worth time to introduce it. | Not present / does not add value / is not integrated well |
| Effective use of time | Time allocated effectively. Finishes on time. | Finishes on time without rushing or cutting information. | Does not finish on time or finishes well before allotted time. Important information left out. |