

Business Presentations

Roundtable Rubric – 45 Points

Member's Name:		Roundtable Score:
Individual Scoring - Roundtable 5 = Excellent; 4 = Very Good; 3 = Good; 2 = Improvement Needed; 1 = Minimal Effort		
5 4 3 2 1	You provided good introductory, transitional, and summarizing statements. Your content was relevant. Your overall contribution to the success of the roundtable is obvious.	
5 4 3 2 1	Your nonverbal communication contributed to a welcoming, professional roundtable. You look approachable; you assist others with a smile and encouragement. Your dress and professionalism are appropriate.	
5 4 3 2 1	You asked clarifying questions, provided comments, or made references to the contributions of others.	
5 4 3 2 1	Deliverables: ___ confirmation email with questions demonstrates effective communication skills ___ thank you note demonstrates effective communication skills ___ evaluation sheet from interviewee	
		Average Score from Team Evaluation (5 possible)
		Total Individual Score = 25 points possible
Team Scoring - Roundtable 5 = Excellent; 4 = Very Good; 3 = Good; 2 = Improvement Needed; 1 = Minimal Effort		
5 4 3 2 1	Your team followed effective meeting practices. You effectively previewed the meeting, introduced members, and shared minutes. Your roles are evident. You provided an opportunity for more discussion yet managed your time effectively.	
5 4 3 2 1	Your roundtable was a dialogue among members rather than a presentation by members.	
5 4 3 2 1	Members summarized and reached logical and appropriate conclusions. Your action statements include who, what, and when.	
5 4 3 2 1	Discussion Summaries, Agenda, and Minutes ___ professional/accurate ___ agenda distributed to all in attendance ___ minutes submitted for final meeting ___ accurate and timely discussion postings	
		Total Team Score = 20 points possible
		Individual Deductions: _____ Roundtable Attendance (-5 if not in attendance as audience)