

DEMONSTRATE APPLICABLE SKILLS FROM OUR RUBRIC

ASSESSMENT RUBRIC: PRESENTATION SKILLS

Competency: To communicate and interact productively with a diverse and changing workforce and citizenry.

- Learning Outcome: Prepare professional and effective presentations appropriate to the objective and context.
- Learning Outcome: Prepare communications suitable for diverse audiences.

LEVELS OF PROFICIENCY	MESSAGE EFFECTIVENESS	STRUCTURE	VOCAL SKILLS	NONVERBAL SKILLS
The extent to which the presenter demonstrates the skills listed in each category.	<ul style="list-style-type: none"> --Prepared content based on audience demographics and roles --Ensured content is suitable for diverse audiences --Engaged the audience via tactics that encourage participation or that enhances the recall of main ideas --Included essential information the audience would need to take action --Addressed likely areas of resistance from decision-makers and other stakeholders --Closed with a call to action and thanks the audience 	<ul style="list-style-type: none"> --Introduced self and topic; welcomes audience, builds interest --Previewed the content via an agenda --Maintained a logical sequence and categorization of information --Connected content blocks via specific verbal transitions --Reiterated main ideas or benefits in a summary --Included a question and answer session (if time allows) --Stayed within allotted timeframe 	<ul style="list-style-type: none"> --Projected voice to the back of the room --Enunciated words clearly --Maintained a moderate rate of speech so that the audience can process the information --Avoided excessive use of filler words (e.g. uhm, uh, ahh, like, so, etc.) --Used professional language --Demonstrated vocal tactics (e.g. vocal flags, intentional pauses, and vocal emphasis) 	<ul style="list-style-type: none"> --Maintained visual contact with other people's eyes --Scanned the room to include audience members who may have questions or comments, and to build rapport --Used gestures and facial expressions that match the verbal statements --Maintained a straight posture and plants feet when standing still --Utilized the stage to engage the audience --Wore professional attire