

ACC 414: TAX & ZAKAT

Group Number: _____

Student Name : _____

Oral Communication/Presentation Skill Rubric

Performance Area	3: Exceeds Standards	2: Meets Standards	1: Fails to Meet Standards	Score
Organization of Ideas:	Presenter follows logical sequence and provides explanations / elaboration.	Presenter follows logical sequence, but fails to elaborate.	Presenter does not follow logical sequence (jumps around in presentation).	3 2 1
Eye Contact:	Presenter seldom returns to notes, maintaining eye contact with audience throughout the presentation.	Presenter maintains eye contact with audience most of the time, but frequently returns to notes.	Presenter reads most or all of report, making little to no eye contact with audience.	3 2 1
Effectiveness of Delivery:	Presenter speaks clearly and loud enough for all in audience to hear, makes no grammatical errors, and pronounces all terms correctly and precisely.	Presenter's voice is relatively clear, but too low to be heard by those in the back of the room. Presenter makes several major grammatical errors, and mispronounces some terms.	Presenter mumbles, mispronounces terms, and makes serious and persistent grammatical errors throughout presentation. Presenter speaks too quietly to be heard by many in audience.	3 2 1
Responsiveness: a) Q&A b) time	Addresses all questions in a manner that demonstrates a thorough command of the topic(s) of the presentation. Speaker uses the allotted time effectively. Finishes on time.	Presenter demonstrates an ability to address most questions in a thoughtful and effective manner. Speaker finishes on time but has to rush through last points to finish on time.	Presenter cannot address basic questions about the topic or addresses them in a superficial manner. Speaker does not finish on time or finishes well before allotted time.	3 2 1
Multimedia Support and Visual Aids: Charts, animation, graphs, handouts,	Presentation includes a balanced use of appropriate multimedia that enhances the overall presentation (easy to read, attractive, informative, and error	Presentation includes limited multi-media that enhance the overall presentation. Easy to read and informative, but not outstanding.	Presentation includes little or no multimedia or uses it in distracting or ineffective manner (difficult to read, has errors &/or typos,	3 2 1

videos, slides, and sound	free).		etc.).	
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Scoring Key:

_____ Exceeds standards = 12 – 15

_____ Meets standards = 9 – 12

_____ Fails to meet standards ≤ 9