

Project Group Names EEN271 – Spring 2019

Total	Presentation Evaluation Rubrics*						Report Evaluation Rubrics						Student Name	Group
	Delivery *	Length and Detail	Nonverbal message	Dialect	Visual Aides	Listening & Response to Questions	Organization	Introduction	Language	Quality of Information	Conclusion	References		
														A
														B
														C
														D
														E

*Grade scale is out of 5 for each item *Rubrics details in the back

Used to evaluate ABET Outcome (g): An ability to communicate effectively [Written]

Performance indicator	<i>Excellent (5-4)</i>	<i>Average (3-2)</i>	<i>Poor (1)</i>
Organization	Information is presented in effective order. Excellent structure of paragraphs and transitions enhances readability and comprehension.	Information is logically ordered with paragraphs and transitions.	Details and examples are not organized, are hard to follow and understand.
Introduction	Introduction is clearly stated, has a sharp, distinct focus and enhances the impact of the report.	Introduction is adequate.	Introduction is missing or confusing.
Language	Proper grammar, spelling and punctuations.	Minor problems with grammar, spelling, and punctuations.	Problems with grammar, spelling and punctuations.
Quality of Information	Supporting details are specific to topic and provide the necessary information.	Some details are non-supporting to the report topic.	Unable to find specific details.
Conclusion	Clear, insightful conclusions.	Most of the points contained in conclusion.	Inadequate summary; No conclusion.
References	Reference section is incorrect format and comprehensive.	Reference section is not in correct format, or correct referencing in text, but is sufficient.	Material used in the report is not referenced, or references are inadequate.

Used to evaluate ABET Outcome (g): An ability to communicate effectively [Oral]

Performance indicator	<i>Excellent (5-4)</i>	<i>Average (3-2)</i>	<i>Poor (1)</i>
Delivery	Plans and delivers an oral presentation effectively; well organized.	Presents key elements of an oral presentation adequately, but organization could be better.	Talk is poorly organized, e.g. no clear introduction or summary of talk is presented.
Length and Detail	Presentation has enough detail appropriate and technical content for the time constraint and the audience.	Presentation contains excessive or insufficient detail for time allowed or level of audience.	Presentation is inappropriately short or excessively long; omits key results during presentation.
Nonverbal message	Presents well mechanically; makes eye contact; can be easily heard; speaks comfortably with minimal prompts (note cards); does not block screen; no distracting nervous habits.	Has some minor difficulties with the mechanical aspects of the presentation, e.g., eye contact is sporadic; occasionally difficult to hear or understand speaking; Overuses prompts or loses place; occasionally blocks screen; some nervous habits.	Major difficulties with the mechanical aspects of the presentation, e.g., no eye contact; difficult to hear or understand speaking; reads from prepared script; blocks the screen; distracting nervous habits (um, ah, clicking pointer, etc.).
Dialect	Uses proper English.	Occasionally uses an inappropriate style of English-too conversational.	Uses poor English.
Visual Aides	Uses visual aids effectively.	Visual aides have minor errors or are not always clearly visible.	Multiple slides are unclear or incomprehensible.
Listening & Response to Questions	Listens carefully and responds to questions appropriately; is able to explain and interpret results for various audiences and purposes.	Sometimes misunderstands questions, does not respond appropriately to the audience, or has some trouble answering questions.	Does not listen carefully to questions, does not provide an appropriate answer, or is unable to answer questions about presentation material.