

Undergraduate Diploma in Business Administration October 2022 Intake

Presentation Rubric

	5 marks	4 marks	3 marks	2 marks	0 marks
Presentation	Student presented	Student presented	Student presented	Not Applicable.	Student did not
Design	the material in a	the material in a	the material in a		take presentation
	professional	mostly professional	somewhat		seriously.
	manner.	manner.	professional		
			manner.		
Originality	Presentation shows	Presentation shows	Presentation shows	Presentation shows	Presentation is a
	considerable	some originality	some attempt at	an attempt at	rehash of other
	originality and	and inventiveness.	originality and	originality and	people's ideas and
	inventiveness. The	The content and	inventiveness on	inventiveness in	shows no
	content and ideas	ideas are	most of the slides.	only a few of the	originality
	are presented in a	presented in an		slides.	whatsoever.
	unique and	interesting way.			
	interesting way.	Charles a Charles	Ct. death and but	A d' la	A
Sequencing of Information	Student	Student effectively	Student somewhat	Audience has	Audience cannot
Information	exceptionally presents	presents	presents	difficulty following presentation	understand presentation
	information in a	information in a logical sequence	information in a logical sequence	because trainer	because there is a
	logical, interesting	which the audience	which audience can	lacks cohesion.	lack of sequence of
	sequence which the	can follow.	follow.	lacks collesion.	the given
	audience can	can ronow.	TOTIOW.		information.
	follow.				illioilliation.
Use of Visual Aids	All visual aids are	Some visual aids	All visual aids are	Several visual aids	Student did not use
	attractive	are not attractive	attractive but some	are unattractive	any visual aids
	(size/colour/quality)	but all support the	do not support the	and detract from	during the
	and support the	theme and content	theme and content	the content of the	presentation.
	theme and content	of the	of the	presentation.	•
	of the presentation.	presentation.	presentation.		
Timing	The presentation	The presentation	The presentation	The presentation	The presentation
	was delivered	was slightly over or	was moderately	was fairly over or	was extremely over
	within the time	under the time	over or under the	under the time	or under the time
	given.	given.	time given.	given.	given.
Preparedness	Student showed	Student showed	Student showed	Student showed	Student showed
	that a considerable	that a good	that a moderate	that a minimal	that no time was
	amount of time was	amount of time	amount of time	amount of time	dedicated for
	dedicated for	was dedicated for	was dedicated for	was dedicated for	preparation.
	preparation.	preparation.	preparation.	preparation.	
Learning	The learning	Most of the	Some of the	A few of the	Learning objectives
Objectives	objectives which	learning objectives	learning objectives	learning objectives	were not met and
	were clearly and	which were clearly	which were	which were	not clearly defined.
	effectively defined	and effectively	somewhat clearly	somewhat clearly	
	were all met.	defined were met.	and effectively defined were met.	and effectively defined were met.	
Questions	Student answered	Student answered	Student answered	Student failed to	Student failed to
Questions	Student answered				
	auestions made by	augstions made by	dijections made by	ancwar mact at the	
	questions made by	questions made by	questions made by	answer most of the	answer any of the
	the other students	the other students	the other students	questions made by	questions made by
	the other students and tutor in a	the other students and tutor in a fairly	the other students and tutor in a	questions made by other students and	questions made by the other students
	the other students	the other students	the other students	questions made by	questions made by



	25 - 30 marks	20 - 24 marks	15 - 19 marks	1 - 14 marks	0 marks
Content	Presentation	Presentation	Presentation	Presentation is	Presentation does
	includes all	includes most	includes a	lacking several key	not answer the
	material needed to	material needed to	moderate amount	elements contains	assignment in
	gain a comfortable	gain a comfortable	of material needed	inaccuracies.	question.
	understanding of	understanding of	to gain a		
	the topic.	the topic but is	comfortable		
		lacking one or two	understanding of		
		key elements.	the topic.		
Delivery	Presents training in	Presents training in	Presents training in	Student struggles	Student does not
	a way that	a way that	a way that	to articulate	articulate
	exceptionally	effectively	somewhat	effectively to the	effectively to the
	articulates to the	articulates to the	articulates to the	learners' needs;	learners' needs,
	learners' needs;	learners' needs;	learners' needs;	and has a poor	and has no
	and has an	and has a good	and has a	understanding of	understanding of
	excellent	understanding of	moderate	delivery tools.	delivery tools.
	understanding of	delivery tools.	understanding of		
	delivery tools.		delivery tools.		