

Undergraduate Diploma in Business Administration October 2022 Intake

Presentation Rubric

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

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