

**DCOBA Graduate General Learning Goal # 5: Our students will communicate at a professional level.**

**Objective (a): Our students will be able to conduct oral communication in a professional business manner.**

**Student Name:** \_\_\_\_\_

Rubric Item	Exceeds Expectation (3)	Meets Expectation (2)	Not Meet Expectation (1)	N / A
<b>Engagement</b>				
Student appears <u>confident</u> .				
Student is <u>prepared</u> .				
<b>Content</b>				
Presentation contains <u>appropriate information</u> for the topic.				
Student uses <u>technical jargon</u> appropriately.				
Student answers questions in a <u>knowledgeable and clear manner</u> .				
Student <u>accurately cites an adequate number of references</u> .				
<b>Organization</b>				
Student <u>structures presentation</u> in a logical & sequential manner.				
Student has a <u>clear opening statement to catch interest</u> .				
Student <u>stays within time limit</u> .				
Student <u>interacts appropriately with team members</u> as necessary.				
Student <u>transitions smoothly</u> between topics.				
Student delivers a <u>compelling conclusion</u> .				
<b>Speech</b>				
Student uses <u>suitable speaking volume and pace</u> .				
Student <u>refrains from the use of filler words</u> .				
Student uses <u>appropriate modality in tone</u> to capture emphasis and <u>avoids monotone</u> .				
<b>Body Language</b>				
Student maintains <u>professional and appropriate body language</u> .				
Student makes <u>eye contact with the entire audience</u> .				
Student <u>smiles</u> .				
<b>Visual Appearance</b>				
Student <u>wears professional attire</u> .				
Student uses <u>suitable and clear visual aids</u> .				
Student's visual aids are <u>without typos and errors</u> .				