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| **Week 8 Presentation Rubric—100 points total** |
|   | **Points** **Possible** | **Points Earned** |
| Appropriate number of slides. Information on each slide isn’t overpowering; key words and phrases rather than long sentences.  | 10 |   |
| Eye-appealing font colors and sizes appropriate for the technical workplace. Consistent in font and color scheme throughout. | 10 |   |
| Presentation includes effective visual aids. No cartoon clip art used. | 10 |   |
| Slide headings are logical and maintain the flow throughout the presentation. | 5 |  |
| The content is comprehensive, accurate, and /or persuasive. Major points are stated clearly, are supported by specific details, examples, or analysis, and are organized logically. | 15 |   |
| The introduction provides sufficient background on the topic, states the main idea, and previews major points. | 5 |   |
| The conclusion is logical and reviews the major points. | 5 |   |
| The tone is appropriate for the audience and the purpose. | 5 |  |
| Sources of information are cited in APA format.   | 5 |   |
| Rules of grammar usage, spelling, and punctuation are followed. | 5 |   |
| Delivery: Speaker uses a conversational tone, clear voice, and vocal variety. Projects enthusiasm during the presentation. Avoids verbal noise.  | 20 |  |
| Presentation meets the required time frame of 5–7 minutes. | 5 |  |
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| **Total points available:**  | **100** |  |
| Overall Comments: |
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