CIS 304 Business Communication
Oral Presentation: Current Topic (Rev)

Topic: _______________________________________________

Student: _________________________

Time (5 minutes) _____

Overall, clear evidence of careful preparation and having read the basic guidelines for PowerPoint provided in class, in text, and on course Website. _______________________________________________________

ORGANIZATION:
- Speaker's topic made clear at the outset
- Organization was clear and coherent
- Importance of topic/preview of main points were presented
- Logical flow; use of transitions, previews, & summaries
- In general, the material was clearly, effectively arranged

CONTENT:
- Topic was focused, current, newsworthy, and appropriate to course/assignment
- Topic was clearly introduced; related topic to audience
- Relevant content was clearly described/explained
- Evidence of integration of multiple sources of information
- A specific, illustrative example (or two) was described
- Supporting articles were reasonably authoritative
- Supporting articles were cited smoothly during presentation

PRESENTATION/DELIVERY:
- Presenter was organized at the beginning and ready to go; strong and effective opening/introduction
- Use of PowerPoint (followed guidelines: titles, font, contrast, parallelism, no excessive text, etc.)
- Included graphs/images where appropriate; balance of text & image; effective use of other visual aids, if applicable
- Non-verbal communication (maintained eye contact, did not just read notes or screen)
- Clear & effective transitions
- Delivery style was poised and professional; good posture; projected confidence; well-rehearsed; avoided mannerisms (touching face & hair, etc.)
- Language, fluent with no excessively informal interjections ('uh,' 'um')
- Effective conclusion