

Name: _____

Miss Skirtich

Communications

11/12 December 2019

Business Etiquette Prezi Presentation Rubric

For this project, you will create a Prezi presentation that highlights five important steps to be an effective communicator and professional. You will create the Prezi online with a partner using your laptops. You must include each of the following requirements:

- ✓ Title
- ✓ Five tips on Business Etiquette
- ✓ Proper Formatting (bold title and explanatory sentences for each tip)
- ✓ Grammatically correct
- ✓ Creativity (pictures, quotes, videos, etc.)
- ✓ Clarity and conciseness
- ✓ At least 6 different “slides”/”elements”

Prezi Rubric Expectations:

CATEGORY	4	3	2	1
Clarity of Ideas	Prezi is easy to read; text guides audience and serves as an aid.	Prezi is readable; text guides the audience/ presenter.	Prezi is sometimes difficult to follow; zooming effect is excessive.	Prezi is difficult to understand.
Oral Presentation	Presenter demonstrates thorough understanding of content and speaks knowledgably about content.	Presenter demonstrates good understanding of content and is able to speak knowledgably about most talking points.	Presenter demonstrates limited understanding of content and relies upon Prezi text for most of the presentation.	Presenter demonstrates little or no understanding of content and reads text directly from Prezi to audience.
Content	Ideas are interesting and thought provoking. Ideas demonstrate depth of knowledge.	Ideas are interesting. Some ideas are thought provoking.	Ideas do not demonstrate depth of knowledge. Ideas are not particularly interesting or thought provoking.	Ideas are illogical or unclear.
Organization	The path moves logically from one idea to the next; ideas build on each other. Ideas are grouped in a way that makes sense.	The path moves logically from one to the next. Ideas are grouped logically.	The path move in a seemingly arbitrary way. Ideas are not grouped or are grouped arbitrarily.	There is no path and/or grouping.
Multimedia	Effective use of images/videos/links to enhance and support content.	Prezi includes adequate photos, videos and/or links to support content.	More visual elements would add to the presentation.	Prezi does not include visual elements.
Spelling & Grammar	No spelling or grammatical mistakes.	Minor spelling or grammatical mistakes.	Some serious spelling or grammatical mistakes.	Spelling or grammar hinders clear communication of ideas.
Originality	Content is original and in the student's own words.	Most content is original. All content is in the student's own words.	Some content is original. All content is in the student's own words.	Content is not in the student's own words.

Name of Students: 1. _____
2. _____

Block: _____

Business Etiquette Prezi Presentation Rubric

Prezi Presentation (30 points):

- ✓ _____ /5 points Cover slide and title
- ✓ _____ /5 points Five tips
- ✓ _____ /5 points Proper formatting (bold title and explanatory sentences for each tip)
- ✓ _____ /5 points Grammatically correct
- ✓ _____ /5 points Creativity (pictures, quotes, etc.)
- ✓ _____ /5 Clarity and conciseness

Presentation (20 points):

- _____ /4 points Projection (Vocal variety, enunciation, etc.)
- _____ /4 points Eye contact
- _____ /4 points Enthusiasm
- _____ /4 points Introduction and conclusion
- _____ /4 Rehearsal/Clear practice

Comments:

Total Points: _____/50