

# Center for Adaptive Schools PRESENTATION SKILLS RUBRIC

Name: \_\_\_\_\_ Date: \_\_\_\_\_

PROFICIENCY: 1-Unskilled; 2-Partially Proficient; 3-Proficient; 4-Highly skilled  
 FREQUENCY: 1-Rarely; 2-Sometimes; 3-Often; 4-Almost always

Frequency				CAPABILITIES	Proficiency			
1	2	3	4		1	2	3	4
				• know intentions-congruent behavior				
				• set-asides				
				• intervene or go with the flow				
				• know and support group's purposes				

Page references: Robert Garmston, *The Presenter's Fieldbook*, 2005

Frequency				COMMUNICATION	Proficiency			
1	2	3	4		1	2	3	4
				<b>VERBAL</b>				
				• pauses, p. 96				
				• paraphrases				
				• probes				
				• inquires				
				• chooses appropriate voice, p. 123				
				• uses plural forms				
				• uses exploratory/tentative language				
				• uses positive presuppositions				
				• asks non-dichotomous questions				
				• gets attention before speaking				
				• projects voice for size of group				
				• redirects resistance, p. 166				
				<b>NONVERBAL, p. 119</b>				
				• freeze body, p. 127				
				• ready position				
				• visual paragraph, p. 97				
				• above-pause-whisper, p. 125				
				• break and breathe				
				• third point, p. 129				
				• nervousness, p. 148				
				• listens, p. 153				

1	2	3	4	<b>STAGING</b>				1	2	3	4
				<b><i>PREPARE THE ROOM, p. 39</i></b>							
				• arrival							
				• room arrangement							
				• charting, p. 182							
				• technology, p. 199							
				• dress/appearance, p. 21							
				<b><i>OPEN THE CURTAIN</i></b>							
				• build rapport							
				• establish credibility							
				• inclusion							
				• clarity of outcomes							
				• acknowledge resistance							
				• activate and engage strategies							
				<b><i>DELIVERY</i></b>							
				• opening, p. 70							
				• transitions, p. 92							
				• What, Why, How, p. 92							
				• directions, p. 93							
				• recording, p. 93							
				• break-time returns, p. 93							
				• audience tune-in, p. 96							
				• respond to questions, p. 103							
				• storytelling							
				• humor, p. 79							
				• transitions, p. 92							
				• audiences types, p. 10							
				• three modalities							
				• monitors and adjusts, p. 94							
				• recovers							
				• important content, p. 45							
				• content- process ratio, p. 50							
				• four hats, p. 10							
				• content knowledge							
				• skill with strategies							
				• use of space							
				• empowers audiences, p. 17							
				• nested levels of learning, p. 13							
				• asks taxonomy questions, p. 16							
				• customizes presentation, p. 20							
				• collaborative learning cycle, p. 36							
				• co-presenting, p. 169							
				<b><i>CLOSING, p. 111</i></b>							
				• application							
				• reflection							
				• celebration							
				• commitment							
				• foreshadow							