

# Introduction to Business Presentation Rating Sheet – Preliminary Round

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Demonstrates understanding of the event topic in presentation	No understanding of event topic OR incorrect topic used	Understanding of topic inconsistent from the event guidelines	Demonstrates the topic through presentation	Demonstrates use of industry terminology in the topic	
	0	1-7	8-14	15-20	
Describes the purpose with a logical sequence of ideas	No evidence of purpose and logical sequence	Purpose stated OR logical sequence of ideas given	Purpose is described using a logical sequence of ideas	Purpose is well-defined in a logical sequence to accomplish it	
	0	1-7	8-14	15-20	
Identifies recommendation to accomplish the purpose	No recommendations identified	Recommendation provided, but plan not developed	Logical recommendation(s) and plan developed	Feasible recommendation and plan developed and necessary resources identified	
	0	1-7	8-14	15-20	
Uses technology for proper formatting, design elements, and business presentation features	No use of technology	Demonstrates the use of 1–2 technology features	Demonstrates the use of 3–4 technology features	Demonstrates the use of 5 or more technology features	
	0	1-3	4-7	8-10	
Uses suitable and accurate statements of information in presentation	More than 3 statements are inaccurate	Only 1–2 statements are inaccurate	All statements of information are accurate	All statements of information are accurate with supporting evidence	
	0	1-3	4-7	8-10	
Provides proper documentation to comply with state and federal copyright laws	No documentation provided		Substantiates compliance to copyright regulations using visual representation		
	0		10		

### Delivery Skills

Statements are well-organized and clearly stated with use of industry language	Presenter(s) did not appear prepared	Presenter(s) were prepared, but flow was not logical	Presentation flowed in logical sequence	Presentation flowed in a logical sequence, statements were well organized	
	0	1-2	3-4	5	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	Presenter(s) did not demonstrate self-confidence	Presenter(s) demonstrated self-confidence and poise	Presenter(s) demonstrated self-confidence, poise, and good voice projection	Presenter(s) demonstrated self-confidence, poise, good voice projection, and assertiveness	
	0	1-2	3-4	5	
<b>Performance Subtotal (100 max)</b>					

### Penalty Points (Mark all that apply)

Time over 7 minutes	-5	Dress Code not followed	-5	Event Guidelines not followed	-5	<b>Total Penalty</b>	-
<b>Performance Grand Total</b>							

Name \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_ Date \_\_\_\_\_

Judge's Comments \_\_\_\_\_

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