

## SANS Technology Institute Presentation Scoring Rubric

• **80% on this rubric is passing** - pass or fail grade is given •

General Assignment: Oral Presentation - 30 minutes long with extra 7 to 10 minutes for questions. Rule of thumb of 2 minutes per slide. Documents required are 15 Slides (the Hand-out also must have typed Notes on the Slides) - 1st slide is title, 2nd is objective, 12 are content, last is summary; about 5 to 6 bullets per slide; use STI template; reasonable font size. The following applies to students admitted to STI's MSISE or MSISM program on or after 10/19/2010: MGT 305 Technical Communication & Presentation Skills for Security Professionals, <http://www.sans.org/security-training/technical-communication-presentation-skills-security-professionals-1422-mid> must be taken and the assessment must be passed soon after the student is admitted (at least before the student does the first Gold paper while in the master's program, First Presentation, Group Discussion & Written Project, Joint the Written Project). This will be in place of the "Dry Run" that students presently do via Skype (with camera) before the First Presentation (based on Gold) receives the go-ahead to be scheduled in front of a SANS audience and grader. **On the day of the scheduled Presentation:** Student must check the presentation room at least one hour before the master's presentations are to begin, to determine that all necessary equipment is available including screen(s), projector(s), microphone, recorder. Also, at least a half-hour before start time, the hand-outs & audience evaluation forms should be in the room. If the student sees a problem, he/she must act to resolve it by contacting the SANS Conference Planner regarding A/V equipment, or contacting the SANS on-site Facilitator Manager/Bookstore Manager regarding hand-outs & evaluation forms.

ORAL Presentation - 50% of total score	0-1	2-4	5-7	8-9	10
<p><b>BASIC PRES SKILLS</b> such as:            Start and end on time_____, Eye contact w audi_____, Body language does not distract audi_____, Body language engages audi (often good to periodically walk away from front &amp; into audi) _____, Sufficient voice volume_____, Clear enunciation _____, Minimal use of umm, etc. _____,            Minimal use of repetitive words that distract audi_____, Smooth transition between slides (&amp; avoid reading the slides)_____, Smooth periodic use of laser pointer/shadow pointing method _____.</p>	Poor use of basic Pres skills	Minimal use of basic Pres skills	Adequate use of basic Pres skills	Good use of basic Pres skills	Excellent use of basic Pres skills
<p><b>SUMMARY OF HAND-OUT, CRUCIAL POINTS</b></p>	Pres does not summarize hand-out, Pres does not focus on crucial points	Pres summarizes the hand-out, Pres focuses on some crucial points	Pres summarizes hand-out, highlights most crucial points, is formatted well enough to convey the information	Pres summarizes hand-out, highlights all crucial points, is formatted well for rapid comprehension	Pres fully summarizes hand-out, highlights crucial points, is formatted well for rapid comprehension

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<p><b>QUESTION HANDLING SKILLS</b> Asking the audience if they have any questions_____, repeating the question so everyone can hear it (it is ok to rephrase a question in some situations)_____, providing an accurate response or acknowledging if you don't have a ready answer_____, respectfully replying____, maintaining control of the situation if a questioner becomes out of line_____.</p>	<p>Poor question handling skills.</p>	<p>Minimal question handling skills.</p>	<p>Adequate use of question handling skills.</p>	<p>Good question handling skills.</p>	<p>Excellent question handling skills.</p>
<p><b>SLIDES &amp; HAND-OUT - 50% of total score</b></p>	<p align="center">0-1</p>	<p align="center">2-4</p>	<p align="center">5-7</p>	<p align="center">8-9</p>	<p align="center">10</p>
<p><b>Title/Objective</b></p>	<p>Title/Objective does not show the audience how the pres will benefit the audience / what audience will learn of value</p>	<p>Title/Objective does only a minimal job of showing audience how the pres will benefit the audience / what audience will learn of value</p>	<p>Title/Objective does an adequate job of showing audience how the pres will benefit the audience / what audience will learn of value</p>	<p>Title/Objective does a good job of showing audience how the pres will benefit the audience / what audience will learn of value</p>	<p>Title/Objective does an excellent job of showing audience how the pres will benefit the audience / what audience will learn of value</p>
<p><b>Content &amp; Structure</b></p>	<p>Slides &amp; hand-out are without any real content or structure</p>	<p>Slides &amp; hand-out have minimal or superficial content and/or a poor structure</p>	<p>Slides &amp; hand-out have adequate content and structure</p>	<p>Slides &amp; hand-out have good content and structure</p>	<p>Slides &amp; hand-out have excellent content and structure</p>
<p><b>Language</b></p>	<p>Slides &amp; hand-out have many spelling and/or grammar errors</p>	<p>Slides &amp; hand-out have some spelling and/or grammar errors</p>	<p>Spelling is clean and adequate use of language</p>	<p>Spelling is clean and good use of language</p>	<p>Spelling is clean and excellent use of language</p>

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Knowledge & Wisdom	Domain knowledge represented by the slides & handout could be found from Internet sources in fifteen minutes or less	Domain knowledge represented by the slides & hand-out could easily be found using common search engines	Domain knowledge represented by the slides & hand-out is a fairly complete coverage of the subject and brings the information together in a single place that reflects the body of searchable knowledge available on the Internet after it is posted.	Domain knowledge could only be found by hours of Internet searching as well as using books, periodicals and other sources, and represents an increase in the body of searchable knowledge available on the Internet after it is posted.	Domain knowledge could only be found by hours of Internet searching, primary research such as interviews and experiments, as well as using books, periodicals and other sources, and represents an increase in the body of searchable knowledge available on the Internet after it is posted.
Community Service	If published, the slides & hand-out would do the community a disservice.	The slides & hand-out do not provide benefits to the community	The slides & hand-out provide some benefits to the community	The slides & hand-out benefit the community	The slides & hand-out benefit the community greatly
This row applies if it has a MANAGEMENT focus	The tips it provided would be of no value or would be harmful for planning, organizing, staffing, leading or directing, or controlling a group or organization.	It provided only minimal actionable tips for planning, organizing, staffing, leading or directing, or controlling a group or organization.	It provided some actionable tips for planning, organizing, staffing, leading or directing, or controlling a group or organization.	It provided good actionable tips for planning, organizing, staffing, leading or directing, or controlling a group or organization.	It provided excellent actionable tips for planning, organizing, staffing, leading or directing, or controlling a group or organization.

**REFLECTIONS** - Before presentation grade will be entered for a student, the student must submit a reflection essay within 2 weeks after the presentation is given. Student will submit to info@sans.edu a written document not to exceed 2 - 3 typed pages (single spaced, double spaced between paragraphs) reflecting on student's performance in preparing and giving the presentation. Please review the grading rubric for this assignment before you begin to write.