



CADET STAFF DUTY ANALYSIS EVALUATION RUBRIC



CAPID:

Cadet Name:	Achievement:	Date:
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ORAL PRESENTATION

For all oral presentations, regardless of which technical document the cadet used

	Yes	Partially	No
Content			
1. States the purpose of the briefing & introduces self	2	1	0
2. Briefing content is organized logically, in manner easy for the audience to follow	2	1	0
3. Visual aids, if used, help the audience engage with the briefing content; visual aids are not used as speaker's notes	2	1	0
4. Cadet displays command of the subject matter; addresses all major issues in oral briefing; is factually accurate and does not contradict own technical document	2	0	0
Delivery			
5. Cadet speaks clearly and loudly enough to be understood	2	0	0
6. Cadet speaks <i>extemporaneously</i> ; is prepared, not impromptu; does not read from a text (periodically looking at notes is permitted)	2	0	0
7. Cadet stands upright with good posture; uses gestures appropriately; uniform appears exemplary; uses proper terms of address (sir, ma'am, captain...)	2	1	0
Audience Interaction			
8. Invites questions and comments from the audience	2	1	0
9. Answers questions directly and completely	2	0	0
10. Cadet redirects tangential questions back to the main points	2	1	0
11. Response to "toughest" question(s) indicates thorough preparation; came ready for a major objection	2	1	0
12. Concludes before allotted time expires (recommended maximum is 20 minutes)	2	0	0

Mandatory Qualities If the cadet scores a 0 in any of the shaded categories, the cadet must revise the briefing and re-present it to earn credit.

Senior Mentor / Evaluator	Total Points Earned (minimum 17 of 24 to pass)	MEETS STANDARDS	
		REQUIRES REVISION	

Senior Mentor's Comments