Name: .... ID: .... Section: | | | |

Presentation	Strong	Good	Adequate	Weak	Minimal	Missing
Delivery: (Coherence, audience engagement, language)	5	4	3	2	1	0
Non-Verbal skills: (Body language, eye contact, movement, gesture)	5	4	3	2	1	0
Content: (Ideas & explanation)	5	4	3	2	1	0
Media: (Authenticity, appropriateness, formatting)	5	4	3	2	1	0
Length / Timing: …………….	3		2		1	0

Overall Comments:

Mark out of 23: ……………

÷ 2.3 = ……………..

Speaker: 1 2 3 4 Subject: …………………………………………………………………………………

	Strong - 5	Good - 4	Adequate - 3	Weak - 2	Minimal - 1
Delivery: (coherence, audience engagement, language)	*Message can be understood with ease * Audience is wholly engaged through confident interaction, pacing and appropriateness *Word choice and pronunciation are wholly clear and appropriate	*The message can be understood with a some effort * Engagement is mainly present throughout with a few lapses possible *Language issues can occasionally affect meaning	*Parts of the message are lost *Attempts to reach the audience but may be wooden or ineffective *Word choice OR pronunciation is often inappropriate; some language may show evidence of being from a written source	*More than half of the message cannot be understood *Rare attempt to engage the audience *Word choice AND pronunciation are often inappropriate; language is clearly not their own	*Nearly all of the message is "undeliverable" *Presentation is delivered as if the speaker were alone in the room *Language issues severely impact comprehension of the entire presentation
Non-Verbal Skills: (body language, eye contact, movement, gesture)	*Consistently shows confidence in role as presenter through gesture, movement and eye contact (doesn't read from board & maintains audience connection)	*Generally convincing in role of presenter and holds attention through active use of eye contact, gesture and movement but with occasional weaknesses	*Shows awareness and succeeds in some elements of the role but lacks the skills or confidence to be wholly convincing due to some noticeable inconsistencies	*Control of non-verbal skills insufficient to establish credibility as a presenter i.e. may be a victim of 'stage fright'	*Stands up and speaks but non-verbal features are absent i.e. completely wooden stance
Content: (Ideas & explanation)	*Sophisticated level of ideas *Full support and explanations given for all points with no irrelevancy	*All ideas are mainly well expressed * Support and explanations are present but may occasionally be simplistic or irrelevant	*Ideas are generally sufficient but may be simplistic OR a few ideas may be missing *Support and explanations are inadequate, irrelevant OR missing *in parts*	*Ideas are often very simplistic AND a few main points are missing *Little extra information is provided or is off topic	*Much key information is missing, and presented ideas are basic and/or repetitious *No relevant support for main content is given
Media: (authenticity, appropriate-ness, formatting)	*Content is completely unique and professional (no slides/info copied from any other website or source) *Information accurately, usefully and wholly supports speaker (appropriate use of key words, graphics, bullets, etc.) *All formatting follows standard design rules (capitalization, spelling, spacing)	*Most content is original and professional *Information helps the speaker, but there may be a small lack or overuse of support and/or design is *generally* professional *A few formatting errors that do not affect comprehension are present	*Some content is clearly unoriginal *Too little support or too many details/full sentences/photos make media sometimes unhelpful *Formatting mistakes are *noticeable* but do not impede comprehension	*More than half of the content is unoriginal *More than half the content is inappropriate *Formatting mistakes have impeded some comprehension of content	*Nearly all content is unoriginal *The majority of the content is inappropriate *Formatting mistakes have impeded most comprehension of content

	3	2	1	0
Length/Timing	*Presentation fits comfortably within specified time limit - a 15 second allowance can be made if content remains relevant	*Presentation is over or under length by up to 1 minute	*Presentation is more than 1 minute over or under length - indicating a lack of preparation of content	Presentation was not given

Notes: 01 – A score of 0 is given for no presentation given.　02 – All descriptors must be met to be awarded that mark.