

	Skills / Ratings	Excellent - 5	Good - 4	Adequate - 3	Weak - 2	Minimal - 1	Missing - 0
Delivery	Voice	<i>Always</i> understood with ease re. volume & pronun	<i>Mostly</i> understood with ease re. volume &/or pronun	<i>Sometimes</i> understood with ease re. volume &/or pronun	<i>Rarely</i> understood with ease re. volume & pronun	Inaudible or unintelligible	Student did not present
	Fluency	<i>Completely</i> natural rate i.e. not too fast/slow & <i>always</i> effective pauses	<i>Mostly</i> natural rate i.e. not too fast/slow &/or <i>mostly</i> effective pauses	<i>Sometimes</i> natural rate i.e. not too fast/slow &/or <i>some</i> effective pauses	<i>Rare</i> natural rate i.e. too fast/slow &/or <i>awkward</i> pausing	Too fast/slow for comprehension	Student did not present
	Non-Verbal Skills	<i>Continuous</i> use of eye contact & gestures	<i>Frequent</i> use of eye contact & gestures	<i>Occasional</i> use of eye contact &/or gestures	<i>Rare</i> use of eye contact & gestures	No eye contact or gestures used	Student did not present
	Professionalism	<i>Completely</i> appropriate behavior, i.e. no laughing, speaking Arabic, side conversations	<i>Mostly</i> appropriate behavior	<i>Sometimes</i> appropriate behavior	<i>Rarely</i> appropriate behavior	Completely inappropriate behavior <i>throughout</i>	Student did not present
Content	Cohesiveness	<i>Continuous</i> use of cohesive devices linking own ideas + other speakers	<i>Frequent</i> use of cohesive devices linking own ideas + other speakers	<i>Occasional</i> use of cohesive devices linking own ideas + other speakers	<i>Rare</i> use of cohesive devices linking own ideas + other speakers	No linking devices used.	Student did not present
	Slide Alignment	Speaking <i>completely</i> mirrors slide content	Speaking <i>frequently</i> mirrors slide content	Speaking <i>sometimes</i> mirrors slide content	Speaking <i>rarely</i> mirrors slide content	Speaking & slides wholly disconnected	Student did not present
	Quality	Well-chosen info with thorough explanations	Minor support missing and/or with a little irrelevancy	Some minor ideas missing and/or some irrelevancy	Key ideas missing and some irrelevancy	Ideas wholly irrelevant to topic	Student did not present
	Time	3-5 minutes	2:45-2:59 or 5:01-5:15	2:30 – 2:44 or 5:16-5:30	2-2:29 or 5:30-6	Less than 2 or more than 6	Student did not present
Slides	Content	<i>All 4</i> of the following correct: keywords, bullets, images & spelling	<i>3 of 4</i> correct: keywords, bullets, images & spelling	<i>2 of 4</i> correct: keywords, bullets, images & spelling	<i>1 of 4</i> correct: keywords, bullets, images & spelling	<i>0 of 4</i> correct: keywords, bullets, images & spelling	Slides are not handed in or blank
	Design	<i>All 4</i> of the following uniform & correct: font size, colors, spacing, design	<i>3 of 4</i> of the following correct: font size, colors, spacing, design	<i>2 of 4</i> of the following correct: font size, colors, spacing, design	<i>1 of 4</i> of the following correct: font size, colors, spacing, design	<i>0 of 4</i> of the following correct: font size, colors, spacing, design	Slides are not handed in or blank
Outline	Organization	<i>Completely</i> matches slides and shows main vs. sub-points	<i>Mostly</i> matches slides and shows main vs. sub-points	<i>Sometimes</i> matches slides &/or shows main vs. sub-points	<i>Rarely</i> matches slides & shows main vs. sub-points	Does not follow presentation at all	Outline not handed in
	Keywords	<i>Continuous</i> use of keywords & symbols	<i>Frequent</i> use of keywords & symbols	<i>Occasional</i> use of keywords & symbols	<i>Rare</i> use of keywords & symbols	Only full sentences used	Outline not handed in