

Presentation Assessment Criteria

Write a grade to each assessment criterion and add comments if necessary:

(GRADE SCALE: 6 – unacceptable 5- poor 4 – average 3- good 2- very good 1- excellent)

- 1. Preparedness** (audience analysis, notes, body language...)
- 2. Organisation**
 - title
 - introduction
 - purpose statement
 - main body
 - key points
 - logical sequence
 - sign-posting language
 - ending
 - conclusion
 - closure
 - timing
- 3. Content**
 - topic coverage
 - relevant to academic audience
 - informative
 - understandable
 - interesting
 - entertaining
- 4. Language**
 - appropriate to audience
 - explanation of jargon
 - voice
 - speed
 - volume
 - clarity
 - intonation
 - grammatical accuracy
 - correct pronunciation of key words
- 5. Body language**
 - eye contact
 - use of notes
 - stance, enthusiasm
- 6. Visuals**
 - appropriate
 - supportive
 - clear
- 7. Questions**
 - handling of the discussion
 - clear, appropriate responses
- 8. Complex impression** – the best feature/part/characteristics
 - one feature that should be changed/avoided/improved