Name: _____

ELEMENTS	GRADE
GROUP GRADE	
Included required elements – Structure ***Introduction*** *(name members & explain the relevance of topic)* ***Transitions*** *between members (introduce next speaker by name, summarize last speaker's information, transition into new point)* ***Conclusion*** *(summarize & leave audience with interesting thoughts/general closing comments)* ***Appropriate Time*** *(presentation is about the given limits)*	10 – 9 – 8 – 7 – 6 >
INDIVIDUAL GRADE	
DELIVERY	
Eye contact *Look at audience in their eyes, and make sure you look at all areas of the class equally – and NOT just your instructor.* ***NOT Reading extensively or looking at screens!)***	10 – 9 – 8 – 7 – 6 >
Physical Delivery *Relaxed, not stiff, appear interested*	10 – 9 – 8 – 7 – 6 >
SOUND	
Cadence, Clarity & Volume *- Speak at an appropriate speed.* *- volume: Too loud, too soft.* *-Pronunciation and stress. Pauses at appropriate spots.*	10 – 9 – 8 – 7 – 6 >
STRUCTURE	
Introduction ***Introduction****: Introduce yourself, and your particular focus, and how you will discuss it.*	10 – 9 – 8 – 7 – 6 >
Conclusion ***Conclusion:*** *Say something general about your topic, and thank audience for listening.*	10 – 9 – 8 – 7 – 6 >
CONTENT	
Content *Knowledge of topic; content is presented in an interesting way; explain new vocabulary.*	10 – 9 – 8 – 7 – 6 >
Transition ***Sign-post language****: appropriate language to signal transition from one point to the next.*	10 – 9 – 8 – 7 – 6 >
VISUALS	
Visuals Clear, visually based, not distracting, support point and are helpful to audience.	10 – 9 – 8 – 7 – 6 >

Exceptional	10	✔++	Perfect. No problems, and ***greatly exceeds*** expectations.
Excellent	9.5	✔ +	Slightly above expected.
V. Good	9.0	✔ Ø /+	Very good. As expected.
Good	8.5-8	✔ Ø	Good, but ***some*** room for improvement.
Fair	7.5-7	✔ Ø /-	Good, but ***significant*** room for improvement.
Poor	6.5-6	✔-	Needs a lot of improvement.
Fail	5.5-0	Ø	No present, or virtually not present.

Robert S. Gordon
r.gordon.72@gmail.com