EDN 203.002 / .003 / .004: ORAL PRESENTATION ASSESSMENT MATRIX

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Assignment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total \_\_\_\_\_\_\_\_\_\_

5 = Highly Professional/Distinctive

4 = Professional/Exceptional

3 = Developing Professional/Good

2 = Novice/Fair

1 = Unprofessional/Needs Improvement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Categories & Criteria: | | | | Rating 5-1  (see above) | |
| 1. Organization: How well the presentation parts fit together | | | | 5 4 3 2 1 | |
| \* \_\_\_clear introduction  \* \_\_\_smooth transitions  \* \_\_\_effective conclusion  \* \_\_\_appropriate length | | \* \_\_\_clearly stated central idea  \* \_\_\_main points support central idea  \* \_\_\_obvious structure | |  | |
| 2. Content: Presentation includes key concepts; appropriate, relevant content to convey/support key concepts. | | | | 5 4 3 2 1 | |
| \* \_\_\_fulfills project requirements  \* \_\_\_information is  \_\_\_clear  \_\_\_significant  \_\_\_relevant | | \* \_\_\_sources cited properly  \* \_\_\_original interpretation/thinking evident | |  | |
| 3. Adaptation: visual aids &/or level of interest created by the presenter. | | | | 5 4 3 2 1 | |
| To content | | To audience | |  | |
| \* \_\_\_appropriate aids used  PPt\_\_\_ Board\_\_\_  Print\_\_\_ Other\_\_\_  \* \_\_\_presentation enhanced | | \* \_\_\_audience engagement evident  \* \_\_\_audience interest/enthusiasm maintained | |  | |
| 4. Language: the presenter’s use of oral language throughout the report. | | | | 5 4 3 2 1 | |
| \* \_\_\_clear & precise  \* \_\_\_suited to subject  \* \_\_\_rich vocabulary | | \* \_\_\_avoids clichés; redundancies  \* \_\_\_standard language used | |  | |
| 5. Delivery: the connection between speaker and audience. | | | | 5 4 3 2 1 | |
| Voice  \* \_\_\_understandable, audible, articulate  \* \_\_\_appropriate, varied pitch  \* \_\_\_appropriate stress & volume  \* \_\_\_smooth pacing  \* \_\_\_pauses for emphasis | Eye Contact maintained  \* \_\_\_across audience  \* \_\_\_throughout presentation | | Movement/Gestures  \* \_\_\_relaxed, confident, poised  \* \_\_\_hands & body used appropriately | | |
| Uh/um | Like | | You know | | Other |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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