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

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| --- | --- |
| 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 usedPPt\_\_\_ 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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