

## General Oral Presentation Assessment Criteria

Language	<p>Accurate and appropriate language will help the presenter communicate their message clearly and contribute to the overall credibility of the presentation and the speaker.</p> <p><b>Pronunciation</b> – the use of sounds, pace, volume and intonation to communicate the message clearly</p> <p><b>Grammar</b> – the use of all parts of speech and other grammatical structures such as word order.</p> <p><b>Vocabulary</b> – the use and range of chosen words, and the use of terms appropriate for the discipline but relevant for the audience.</p> <p><b>Register</b> – the tone or manner of expression and consistency of use throughout the presentation, i.e. formal vs. informal language with consideration to the setting</p>
Structure	<p>Good structure in a presentation will make it easy for listeners to follow the logic of the message and will also leave them with the sense that the overall purpose of the text has been clearly laid out and fulfilled.</p> <p><b>Organization</b> – adapted for the purposes of the specific presentation. This generally means the presence of the three parts: introduction, main content, and conclusion/summary; the order and connectedness of sections; the use of organizational cues, i.e. linking words or phrases, as needed.</p> <p><b>Cohesion/Coherence</b> – the unity and connectedness of the message.</p>
Content	<p>Good content means that the presentation presents relevant information that supports the purpose and the main idea. The selected information is clearly supported by source material that has been integrated into the presentation, as needed.</p> <p><b>Development of main idea</b> – the main idea is sufficiently explored and stays on topic.</p> <p><b>Progression</b> – the content of the presentation is presented in a logical manner, i.e. the listener can follow the train of thought of the speaker.</p> <p><b>Source Material</b> – the use of sources to support ideas and arguments proposed by the author, as needed.</p> <p><b>References</b> – the use of references as needed.</p> <p><b>Adherence to task requirements</b> – fulfills requirements of tasks including timing.</p>
Visual Aids and Delivery	<p>Relevant and effectively used visual aids make it easier for the listeners to follow the presentation and understand the message. How the presentation is delivered in regards to audience contact and preparation in combination with effective visual aids helps the presenter communicate the message even more clearly.</p> <p><b>Visual aids</b> – helpful design, informative, enhance understanding, referred to</p> <p><b>Contact with audience</b> - eye contact with and openness to audience, spoken not read speech</p> <p><b>Impression</b> – positive, prepared</p> <p><b>Timing</b> – keeping within time limit</p>