

FSP011 Presentation Criteria

Your presentation will be graded according to these criteria. The items in the three sections have equal weighing. The final grade will depend on the average of the highlighted items (the bulleted items). Note that *if 1 or more fail items are circled, the presentation will need to be revised and repeated*. A repeated presentation can receive *at most a grade of 3*.

Names: _____

Grade: _____

	Content	Structure	Delivery
5	<ul style="list-style-type: none"> Very clear presentation of situation / problem and solution. Very clear purpose is presented. Information consistently relevant to the selected audience. Information is thoroughly explained. Content has been very effectively adapted to suit an oral presentation. 	<ul style="list-style-type: none"> Introduction very effectively provides names of presenters & project verbally and visually, and contains a very clear agenda. Compelling and clear problem statement or main idea. Transitions consistently join ideas, sections clearly and effectively. Handoffs between presenters indicate excellent teamwork. Conclusion effectively summarizes main points but also emphasizes why the topic is important. Last line is well planned so as to end the talk strongly. 	<ul style="list-style-type: none"> Excellent eye contact, engages with audience. Extremely well prepared, practiced, and professional. Visuals are well designed, impactful, and used very well to complement spoken presentation. Excellent pacing and intonation. Timing falls between 9 and 11 minutes.
4	<ul style="list-style-type: none"> Generally clear presentation of situation / problem and solution. Easily understood purpose is presented. Information generally relevant to the selected audience. Information is generally well explained. Content has been generally well adapted to suit an oral presentation, though some areas are a bit like the report. 	<ul style="list-style-type: none"> Introduction provides names of presenters & project verbally and/or visually and contains a generally sound agenda. Main idea conveyed in a problem statement. Transitions join ideas, sections clearly and effectively on the whole. Handoffs between presenters work generally well. Conclusion summarizes talk and aims to provide the topic's greater importance. Last line is planned so as to convey that the talk has ended. 	<ul style="list-style-type: none"> Mostly good eye contact; demonstrates general openness to audience. Seems well prepared and gives generally good impression. Visuals are informative, logically designed, and used effectively to complement spoken presentation. Pace generally good, generally natural intonation. Timing is either between 8-9 OR 11-12 minutes.
3	<ul style="list-style-type: none"> Some sense provided of the situation / problem and solution. Purpose is presented, but not clearly. Information is mostly relevant to the selected audience, but some items may not be completely relevant. Information given is explained well enough for listeners to understand on the whole. Content sometimes might not have been adapted from the written text (or gives the impression that it has not been adapted to an oral presentation context). 	<ul style="list-style-type: none"> Introduction is functional but misses one of the following: presenter names, project name, agenda. Main idea present but not well expressed. Transitions sometimes join ideas, sections, but need to be used more consistently. Handoffs between presenters are functional. Conclusion is present. Last line is given but is not functional. 	<ul style="list-style-type: none"> Eye contact happens, but more focus on audience is needed. Presentation communicates its message, though more practice will help elevate overall impression. Visuals contain relevant information on the whole but could be more informative and/or could be used more effectively. Pace sometimes too fast or too slow; some issues with intonation or sounding unnatural (like you are reading). Timing is either between 7-8 minutes OR 12-13 minutes.
U	<ul style="list-style-type: none"> Difficult to follow ideas in places because of confusing content. Audience not taken into consideration. Information sometimes irrelevant or not explained. Content is straight from written text. 	<ul style="list-style-type: none"> Introduction missing more than one of the following: presenter names, project name, agenda. No problem statement / main idea. Transitions are completely lacking /extreme problems with teamwork are evident. Ending is sudden/unplanned. 	<ul style="list-style-type: none"> Little eye contact with audience or audience is ignored. Seems unprepared. Few or no visuals, or inappropriate visuals. Much of the presentation is reading aloud/sounds unnatural; pace is consistently too fast or too slow. Timing much too long or much too short.

Comments: