

Marking Sheet for Family Medicine Presentation Skills

Presentation: Structure and organization, formulation, time management, preparation					
1-4	5-7	8-10	Mark	Weight	Final
Disorganised, unprepared, fails to complete in time available – unable to demonstrate structure and organization	Finishes on time, mostly organized, structured – maintains good organization throughout most of the consultation	Well organized, equal division of time between sections, content logically connected, good preparation evident – maintains excellent structure and organization		20	

Teaching aids: Readability, functionality, use of media, use effectively					
1-4	5-7	8-10	Mark	Weight	Final
Slides have too much information, small fonts, fumble with aids, not able to use the computer, poor coherence	Good layout of slides, uses media with reasonable confidence, deals with hiccups, summarises key messages well	Slides readable, no more than 5 – 7 bullets, no more than 7 words per line, appropriate use of graphics, enhances and complements the verbal presentation		20	

Non-Verbal: posture, positioning, hand movements, nerves, clothing, mannerisms, eye contact					
1-4	5-7	8-10	Mark	Weight	Final
Stands with back to audience, inappropriately dressed, fidgets, excessive hand movement, poor eye contact – poor display of non-verbal com	Appears comfortable, uses appropriate hand movements, contains nerves, good eye contact with audience – maintains good non-verbal com	Confident, uses appropriate non-verbal communication, engages with audience – develops and sustains excellent non-verbal communication throughout presentation		20	

Verbal: Accent, volume, speed, enthusiasm, pronunciation					
1-4	5-7	8-10	Mark	Weight	Final
Speaks inaudibly, too fast, boring, too loud or too soft – audience loses interest, is unable to understand the content	Speaks at appropriate level, uses language correctly – audience is able to understand all the content	Varies speech, displays enthusiasm for work – audience understands the content and is engaged / stimulated		15	

Rapport with audience: Handling of questions, respectful, engaging					
1-4	5-7	8-10	Mark	Weight	Final
Does not build and/or loses rapport with the audience, becomes defensive or aggressive on questions	Develops good rapport with the audience, genuine attempt to understand and appropriately respond to questions	Develops and sustains above average rapport throughout, engages with audience, responds to questions on a higher cognitive level, works with critique not against		15	

Content of presentation					
1-4	5-7	8-10	Mark	Weight	Final
Poorly defined aims, poor methodology, unclear results, lack of insight and interpretation, inappropriate and unsubstantiated responses to questions	Clear aims, reasonable methodology, clear results, reasonable interpretation, defends findings appropriately	Scope of research more than expected, makes significant contribution to the discipline, innovative methods, high level of interpretation and responses to questions		10	

The presentation will be marked using the following marking schedule

1-4 - Below standard for a family physician, fail

5-7 - Family physician standard, pass

8-10 - Above standard, exceptional, possible distinction

TOTAL MARK:out of 100 divide by 10 FINAL MARK...../10

TRAINEE'S NAME:.....SUPERVISOR:.....

FEEDBACK:

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