Grade Sheet for a Presentation

Type of Thesis or Course:
Advisor:
Date:

Student:
Evaluator:

	Poor	Fair	Average	Good	Excellent
Organization	5	4	3	2	1

    Logical structure (introduction, body, conclusion)
    Clarity of purpose (motivation, problem statement)
    Smooth transitions
    Use of allotted time

Content	5	4	3	2	1

    Clarity of content (well defined, accurate)
    Relevant details, supporting examples
    Main issues identified and discussed
    Irrelevant information excluded
    Content at appropriate level
    Solid understanding (able to answer questions)

Delivery (presence and verbal skills)	5	4	3	2	1

    Body language
    Contact with the audience
    Speech: volume, rate, intonation, spoken-not read
    Vocabulary, pronunciation, articulation

Design of slides	5	4	3	2	1

    Design, spacing, layout
    Text: concise wording, grammar, spelling
    Graphics: informative, appealing

Discussion	5	4	3	2	1

    Able to answer questions
    Participation in the discussion after other presentations
    Appropriate questions asked

Overall grade: