**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:**