

## WEEK 5 – PRESENTATION

### INDIVIDUAL ASSESSMENT – MARKING RUBRIC

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Team Name: \_\_\_\_\_ Sub-topic (if any): \_\_\_\_\_

Assessment Criteria	Aspect	Description of qualitative assessment	Qualitative assessment	Mark
1. Voice and language	Voice	The speaker fulfils ALL THREE of the following aspects: 1. voice is projected to the whole classroom (not too soft) 2. enthusiastic 3. reasonable speed of speech	Very good	
		The speaker fulfils TWO of the following aspects: 1. voice is projected to the whole classroom (not too soft) 2. enthusiastic 3. reasonable speed of speech	Good	
		The speaker fulfils ONE of the following aspects: 1. voice is projected to the whole classroom (not too soft) 2. enthusiastic 3. reasonable speed of speech	Fair	
		The speaker’s speech is too soft, too fast or too slow, and almost not audible.	Poor (Pass)	
		The speaker’s speech was not audible	Poor (Fail)	
	Language	The language style in use is formal; jargons are used as necessary to facilitate explanation of the topic; mispronunciation and grammatical errors are miniscule.	Very good	
		The language style in use is formal; jargons are used as necessary to facilitate explanation of the topic; mispronunciation and grammatical errors are noticeable but do not interfere with understanding.	Good	
		The language style in use is a mix between formal and informal; the use of jargons is too much and is not necessarily related to the topic; mispronunciation and grammatical errors are noticeable but not do not interfere with understanding.	Fair	
		The language style in use is a mix between formal and informal; the use of jargons is too much and is not necessarily related to the topic; mispronunciation and grammatical errors are noticeable and they sometimes interfere with understanding.	Poor (Pass)	
		The language used includes some inappropriate expressions/remarks that are not acceptable in the professional contexts.	Poor (Fail)	

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2. Non-verbal communication	Body language and gesture	Body and hand movements are moderate and are in line with the delivery of presentation.	Very good	/10
		Body and hand movements are too much or too subtle, yet they are in line with the delivery of presentation.	Good	
		Body and hand movements are too much or too subtle, and they at times interfere with the delivery of presentation.	Fair	
		Body and hand movements are too much or too subtle, and they interfere with the delivery of presentation throughout the delivery.	Poor	
	Eye contact	Eye contact is maintained to the whole classroom throughout the presentation.	Very good	
		Eye contact is maintained to the whole class room most of the time during the presentation (including ineffective use of the notes/slides that disrupts the eye contact).	Good	
		Eye contact is not maintained or is given only to certain parts of the classroom and/or most of the time during the presentation (including ineffective use of the notes/slides that disrupts the eye contact).	Fair	
		Eye contact is not maintained and is given only to certain parts of the classroom and/or most of the time during the presentation (including ineffective use of the notes/slides that disrupts the eye contact).	Poor (Pass)	
		Eye contact was not maintained at all throughout the presentation, no eye contact at all with the audience.	Poor (Fail)	
3. Content-related matters	Quality of explanation (including the use of the visual aids)	The speaker uses the slides effectively as a guide for the audience and elaborates clearly points or visuals that are projected on the slides consistently throughout the presentation.	Very good	/10
		The speaker uses the slides effectively as a guide for the audience and elaborates clearly points or visuals that are projected on the slides consistently most of the time during the presentation.	Good	
		The speaker does not use the visuals effectively as part of the speech, or the explanations are not clear and effective.	Fair	
		The speaker does not use the visuals effectively as part of the speech, and the explanations are not clear and effective.	Poor	
Comments			Grade	/30