

Presentation Assessment Form

Name/s:

Date:

Presentation title:

Agreed Time:

Min.

Start:

Finish:

Timeline:

Stayed *well* within the agreed time

100-86%	85-71%	70-56%	55-50%	49-0%
+10%	+20%	+30%	+40%	>50%

Seriously exceeded the agreed time

Content:

Content was *error-free*

100-86%	85-71%	70-56%	55-50%	49-0%

Content contained *serious errors*

Specialist terms *explained*

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Specialist terms *not explained*

Facts/ situation *explained well*

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Confusing exposition of facts /situation

All the essential points were covered

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Many essential points *not* covered

Own ideas were presented

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Own ideas were *not* presented

Structure / Development:

Well-structured / *well-developed*

100-86%	85-71%	70-56%	55-50%	49-0%

Not structured / *chaotic*

The *main idea* always clear

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Often seemed to have *no clear goal*

Audience awareness:

Frequent *eye-contact* with the audience

100-86%	85-71%	70-56%	55-50%	49-0%

No eye-contact with the audience

The slides were easy to see

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The slides were hard to see

The speaker was easy to understand

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The speaker was hard to understand

The presentation was easy to follow

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The presentation was hard to follow

Visual presentation:

Creatively designed slides

100-86%	85-71%	70-56%	55-50%	49-0%

The slides were *boring*

The *right amount* of information

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Too much / not enough information

Suitable use of visuals

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Too many / too few visuals

Comments / Highlights / Summary:

Grade:

Lecturer:

Percent (for a Combined Examination):