



	Very Poor	Poor	Average	Good	Excellent
Pronunciation, Voice Techniques (Pauses, Volume, Speed Change, Stress, Tone, Etc)	<ul style="list-style-type: none"> – Mumbles, often mispronounces, very difficult to understand. – Dead person talking, voice to text software does better 	<ul style="list-style-type: none"> – Slurred speech, mispronounces some words. Difficult to understand. – Quiet, monotone, sing/song, little or no expression, boring. 	<ul style="list-style-type: none"> – Clear voice, few pronunciation errors. Some slurring Most can understand the presentation – Some use of voice to show interest 	<ul style="list-style-type: none"> – Crisp, clear voice, correct, precise pronunciation, all can understand. – proper volume; steady rate; enthusiasm; confidence 	<ul style="list-style-type: none"> – Native like
Grammar & Vocabulary (Usage And Appropriateness For Audience)	<ul style="list-style-type: none"> – Frequent grammar or spelling errors – Inappropriate level. for the audience, Misuse vocabulary 	<ul style="list-style-type: none"> – Noticeable Errors – Often too simple or sophisticated, inconsistent. Some vocabulary incorrectly used 	<ul style="list-style-type: none"> – Minor errors – Generally appropriate, little variation or creativity 	<ul style="list-style-type: none"> – No errors, but simple language – Always appropriate for the audience. Excellent use of vocabulary 	<ul style="list-style-type: none"> – No errors. Excellent use of grammar to support ideas – Creative use of language
Body Language, Gestures, Eye Contact, Facial expressions, Appearance (Turns back to audience and reads screen – 0)	<ul style="list-style-type: none"> – Dead person on stage – Almost no eye contact, reads notes/screen 	<ul style="list-style-type: none"> – Excessive movement or many distracting gestures – Occasionally eye contact, mostly reads notes/screen 	<ul style="list-style-type: none"> – Some distracting gestures, and some movement and useful gestures – Generally maintains eye contact frequently reads notes/screen 	<ul style="list-style-type: none"> – No distracting gestures. Body language supports speech – Excellent eye contact, seldom uses notes 	<ul style="list-style-type: none"> – Excellent use of body language – Constant eye contact, no use of notes
Organization: Intro, Main, Ending, Coherence (see RATING CHECKLIST)	<ul style="list-style-type: none"> – Difficult to follow as disorganized 	<ul style="list-style-type: none"> – Generally follows outline, poor introduction or conclusion. 	<ul style="list-style-type: none"> – Follows outline, material generally well organized. Some use of transitions and linkage of ideas. Conclusion acceptable 	<ul style="list-style-type: none"> – Follows outline, material well organized. – Ideas clearly linked. Some use of transitions 	<ul style="list-style-type: none"> – Excellent, clear linkage of ideas. – Good transitions Arouses interest in Introduction, and summarizes clearly main points in conclusion
Content: Relevant/ Interesting/ Accurate	<ul style="list-style-type: none"> – Several errors or lacks critical information 	<ul style="list-style-type: none"> – Some errors and has irrelevant information 	<ul style="list-style-type: none"> – Information is generally accurate, minor errors, generally meets needs of the audience 	<ul style="list-style-type: none"> – Accurate information, related to needs of audience 	<ul style="list-style-type: none"> – No errors, answers all needs of the audience
Visual Aids: Appropriate, Clear (Movies, sound – 0)	<ul style="list-style-type: none"> – Slides consist of full paragraphs of text, no or superfluous graphics – Tiny font 	<ul style="list-style-type: none"> – Slides have full sentences and occasional superfluous graphics, Difficult to read 	<ul style="list-style-type: none"> – Slides have short phrases, Graphics relate to text and presentation. Easily read 	<ul style="list-style-type: none"> – Attractive, informative graphics, only key words, easily understood, Good use of masking 	<ul style="list-style-type: none"> – Professional quality, Excellent use of visual, no unrelated graphics, easily read, supports presentation
Overall effectiveness	<ul style="list-style-type: none"> – Ineffective, alienated audience 	<ul style="list-style-type: none"> – Little positive effect or exchange of info.. Audience bored 	<ul style="list-style-type: none"> – Audience learned something, no change in attitude 	<ul style="list-style-type: none"> – Audience generally positive and learned from presentation 	<ul style="list-style-type: none"> – Audience was kept interested and would remember key points