

**ENGN6250 /​ COMP6250 |** Professional Practice 1

| **Name** | | **Tutorial** | **Please tick one** | | | | | **Notes** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Description** | | **1** | **2** | **3** | **4** | **5** |
| **Audience** | * Content is appropriate to audience * All necessary information is identified & articulated –  no questions left unanswered * Clear examples, stories, anecdotes are used to communicate content to meet audience needs | |  |  |  |  |  |  | |
| **Goals/purpose** | * Message is clear, direct, easily understood & free of jargon * Question is answered | |  |  |  |  |  |  | |
| **Critical thinking** | * Ideas are organised, logically developed and presented in reasonable sequence * Emphasis is on key points and/or principles / identified and highlighted | |  |  |  |  |  |  | |
| **Communication** | * + - Communication is concise, brief and to the point     - Vocabulary and language level is appropriate     - Style & tone is appropriate for the audience     - Rules of grammar are observed, grammatically correct structures are used | |  |  |  |  |  |  | |
| **Delivery** | * Delivery is confident * Posture is relaxed but professional * Gestures, body language & facial expression is expressive * Voice & volume is audible * Pronunciation is clear | |  |  |  |  |  |  | |
| **Comments** |  | | | | | | | | **Grade** |

Oral Communication Marking Criteria

***Additional Criteria***: gender-neutral language; persuasive; convincing; communicated topic effectively to meet audience needs