

PRESENTATION 1 ASSESSMENT FORM

Grading criteria	Excel- lent*	Satisfac- tory	Margi- nal	Unaccept- able
Clarity of the presentation				
- The speaker clearly communicated what s/he wanted the audience to do after hearing the speech				
- The speaker clearly communicated the core idea of the speech				
- The speaker clearly communicated the key organization of the speech				
<i>Comments:</i>				
Persuasiveness of the speech				
- The choice of evidence and examples, use of logic, and organization of the speech build a strong case supporting the core idea and sub-arguments				
<i>Comments:</i>				
Time management				
- The speaker neither exceeded the six minute time limit, nor ended substantially early				
<i>Comments:</i>				
Quality of the written outline				
- The material is logically organized				
- The writing is grammatical and free of typos				
- The outline follows Makay's model				
<i>Comments:</i>				
Quality of the memo				
- The memo is a thoughtful and perceptive commentary on what the speaker learned from the assignment				
- The memo lays out a logical, feasible set of steps the speaker will take to try to improve future presentations				
- The memo is grammatically correct and free of typos				
<i>Comments:</i>				
Accuracy in completing all steps of the assignment				
- The work submitted follows the directions for the assignment (yes/no):				
<i>Comments:</i>				
Summary comments				

Grade:

- * Standards are based on how I would assess this work if I were your supervisor at work:
- **Excellent:** The speech is ready for public presentation without substantial modification.
 - **Satisfactory:** The speech is essentially sound, but in need of some refinement before public presentation.
 - **Marginal:** The speech contains some worthwhile elements, but requires major revisions.
 - **Unacceptable:** The speech needs to be entirely revised.