PRESENTATION 2 ASSESSMENT FORM

Grading criteria	Excellent	Satis-factory	Margi nal	Unaccept able
Clarity of the presentation				
- The speaker clearly communicated a single core idea				
- The speaker clearly communicated the key organization of the speech and showed how individual sections connected with the core idea				
- The whole speech was easy to understand				
Comments:				
Written outline				
- The material is logically organized				
- The writing is grammatical and free of typos				
- The outline follows Makay's model				
Comments:				
Delivery				
- The speaker was easy to understand (good volume, clear enunciation)				
- The speaker used effective vocal variation and gestures to help communicate the key ideas and organization of the talk				
- The speaker was engaging to listen to				
Comments:				
Visual aids				
- The text on the slides was large enough to see easily				
- The images on the slides were large enough to see easily				
- The slides helped to clarify key concepts of the talk				
- The slides helped to clarify the organization of the talk				
- The slides were visually appealing				
- The text on the slides was free of grammatical errors and typos				
- The "notes" section of the slides contained all needed source citations				
Comments:				
Time management				
- The speech neither exceeded the time limit, nor ended substantially early				
Comments:				
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 the next presentation				
- The memo was grammatically correct and free of typos				
Comments:				
Accuracy in completing all directions of the assignment				
- The work submitted follows the directions for the assignment.				
Summary comments:				

Explanation of standards: *Excellent*: As a supervisor, you would consider this speech ready to be given publicly, without substantial modification; *Satisfactory*: As a supervisor, you would consider this speech essentially sound, but in need of some refinement before public presentation; *Marginal*: As a supervisor, you would conclude that the speech contains some worthwhile elements, but required major revisions before public presentation; *Unacceptable*: The speech needs to be entirely revised.

Last update: 8/25/08