**Criteria for Assessing a Typical Group Presentation (along with descriptors of what each rating might mean)**

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| **Criterion** | **Less than expected** | | **As expected** | | | **Better than expected** | |
| **Delivery** | **0 1 2** | | **3 4** | | | **5 6** | |
| *Delivery of Introduction* | Lacking impact; difficult to hear; reading from script | | Some impact; Audibility OK. Needs more authority; No reading | | | Grabs audience’s attention; confidently delivered; No reading; innovative. | |
| *Delivery of Conclusion* | Lacking confidence; difficult to hear; reading from script | | Audibility OK. No reading. Good eye contact | | | Confidently delivered; smiles; Good eye contact | |
| *Confidence* | Limited eye contact from most or all of group; voice hesitating; nervous behaviours. | | Some though inconsistent eye contact; hesitation in speaking from some; nervous behaviours from some. | | | Consistently good eye contact; voice projection good from all; nervous behaviours are limited; Presenters speak and move with authority | |
| *Enthusiasm* | No real passion displayed during presentation by group members | | Some (though limited) enthusiasm for topic displayed by presenters. | | | Group provides a consistently enthusiastic presentation across all presenters. | |
| *Builds audience rapport* | Little in the way of non-verbal behaviours used to engage or relate to audience | | Variation in presenters; some better than expected, others less so. | | | Presenters use non-verbal behaviours to engage audience during entire presentation | |
| *Clarity* | Large part of the presentation is not easy to hear | | Audibility of presentation is lacking in places; other times good. | | | Audibility is good and the presentation is consistently easy to hear. | |
| **Delivery Methods and Use of Visual Aids** | | | |  |  | |  |
| *Variety of methods used* | Only uses one VA tool (e.g. standard PPT); lack any creativity | | Mixes ppt with another source (e.g. video); signs of creativity | | | Several tools used creatively, (e.g. audience questionnaires, role play, quizzes, etc.) | |
| *How well such methods are used* | PPt slides transitioned poorly; lack of co-ordination of slides and speech; Distracting. | | Technically competent, though relevance of sources may be unclear | | | Sources used creatively to enhance achievement of presentation goals & add to overall impression | |
| *UK Grammar & Spelling on PPT slides* | Too many spelling /grammar errors | | 1 or 2 mistakes, but limited impact on presentation | | | No grammar or spelling mistakes | |
| *Quality of PPT slides* | Formatting distracts audience; poor consistency | | Slides are well composed; formatting enhances impact of presentation | | | Slides are uncluttered, easy to read, creatively designed and consistently good throughout. | |
| **Structure** | **0 1 2** | | **3 4** | | | **5 6** | |
| *Content of Introduction* | Gives little information about presentation | | Gives names of group and topics covered | | | Gives names, topics, goals and structure of presentation. | |
| *Logical structure & flow* | No linking of topics / speakers; unclear logic to structure | | Some speakers link to next; logic of structure unclear | | | All speakers link to next; logic of presentation structure explained well. | |
| *Content of Conclusion* | Gives little more than ‘thank you’. | | Says ‘we’ve covered X, Y & Z’ but lacks summary. Asks for questions. | | | Coherent summary which brings together main themes well. Thanks audience and asks for Q’s. | |
| **Content** | **0 1 2** | | **3 4** | | | **5 6** | |
| *Content of Introduction* | Gives little information about presentation | | Gives names of group and topics covered | | | Gives names, topics, goals and structure of presentation. | |
| *Logical structure & flow* | No linking of topics / speakers; unclear logic to structure | | Some speakers link to next; logic of structure unclear | | | All speakers link to next; logic of presentation structure explained well. | |
| *Content of Conclusion* | Gives little more than ‘thank you’. | | Says ‘we’ve covered X, Y & Z’ but lacks summary. Asks for questions. | | | Coherent summary which brings together main themes well. Thanks audience and asks for Q’s. | |
| **Management and Organisation** | |  |  | | |  | |
| *Appearance and Posture* | Posture & appearance needs attention | | Appearance of group is tidy and smart | | | Creativity & attention has been paid to appearance of group | |
| *Time management* | Group continues as planned even when out of time ***or*** significantly shortens presentation | | Group finishes in time, but has to slightly shorten its intended presentation. | | | Group completes within time limit, without rushing and with only limited time left. | |
| *Practical organization & Rehearsal* | Practical/technical issues prevent goals being met; little *apparent* rehearsal. | | Minor practical/technical issues, but handled well; | | | Practical/ technical preparation enables presentation to go fulfil goals; no apparent issues | |