**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 |