Name	Date of Presentation:

	Poor (1 point)	Adequate (2 points)	Good (3 points)	Superior (4 points)	Score
1. Content (3 points)	Assignment: major areas missing - Purpose & background - Project goal - Objectives & approach - Rationale Missing or conflicting central message	Assignment: covered but inadequate/vague - Purpose & background - Project goal - Objectives & approach - Rationale Central message clear & consistent	Assignment: covered thoroughly  - Purpose & background  - Project goal  - Objectives & approach  - Rationale  Clear, obvious, and compelling central message		
2. Organization (4 points)	No clear organization scheme Lacks transitions Missing, inappropriate, or irrelevant intro and/or conclusion Goes far over time	Inconsistent organization scheme Weak/intermittent transitions Insufficient introduction and/or conclusion Falls close to time limit and/or rushes through sections	Clear organization scheme Consistent transitions Appropriate & effective intro and conclusion Stays within time limit and allocates focus appropriately	Clear organization scheme enhances presentation. Smooth transitions Clear & compelling intro Powerful take-home message Stays within time limit, doesn't feel rushed	
3. Delivery (4 points)	Ignores audience role Distracting, inappropriate, unprofessional body language Unclear, uninteresting speech with frequent vocal fillers Limited eye contact Losing place, stopping and starting, and other markers of little/no practice	Inconsistent audience role engagement Body language intermittently distracting Understandable speech, but with vocal fillers, doesn't hold audience attention Intermittent eye contact Tentative, stumbling, or other markers of limited practice	Engages audience as funders Body language not distracting Interesting, clear speech free from vocal fillers Regular eye contact Obvious practice with material	Engages audience as funders, integral part of delivery Body language poised and confident Engaging, polished, clear & understandable speech Consistent eye contact Clear command of material	
4. Supporting Material (4 points)	Visuals difficult to read, unclear Materials include missing, inappropriate, or irrelevant matter (text, video, graphics) Consistently distracting from speaker Spelling/grammatical errors Uncredited material	Visuals understandable for the most part Materials include limited irrelevant matter Materials occasionally compete for attention with speaker Generally error-free writing All sources cited	Clear, understandable visuals Materials relay central messages Materials do not distract attention from speaker Error-free writing All sources cited	Clear, appropriate, attractive visuals support organization and delivery Materials support central message; no extraneous material Complements speaker as primary focus Error-free, dynamic writing All sources cited	

Overall Grade \_\_\_\_\_(of 15)

Comments & Suggestions: on back