

Dr.Pallos/KUFPS/EPS/Oral Presentation Assessment form

| Class | Seat | Name | Student number | Presentation Date | Partner's name | Topic |
|-------|------|------|----------------|-------------------|----------------|-------|
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| CATEGORY | Advanced | Capable | Progressing | Beginner |
|---|--|--|--|---|
| Overall impression | The presentation was very professional. 4 | The presentation needs some minor improvement in professionalism. 3 | The presentation needs some major improvement in professionalism. 2 | The presentation was not professional at all. 1, 0 |
| Content | Competently outlined the topic and the selection of the content for the audience was appropriate. 4 | Competently outlined the topic but the selection of the content for the audience was not completely appropriate. 3 | Satisfactorily outlined the topic and selection of the content for the audience was acceptable. 2 | Insufficient information on the topic and the selection of the content for the audience was not appropriate. 1, 0 |
| Quality and delivery of presentation | The style was effective and the information was clearly transmitted. Notes were hardly used. 4 | The style was effective in transmitting the information but requires minor improvements. Notes were used during the presentation. 3 | The style was acceptable in transmitting the information but requires major improvements. Used notes frequently or read frequently from slides. 2 | Presentation was poor and not clear, mostly read from notes or from slides. 1, 0 |
| Visuals and design | The well selected visuals and the competent design helped the audience to understand the content. 4 | The selection of visuals and the design need some minor improvement; the audience was sometimes distracted and/or confused by the visuals and design. 3 | The selection of visuals and the design need some major improvement; the audience was often distracted and/or confused by the visuals and design. 2 | The selected visuals were not appropriate and the design was poor; the audience was often distracted and/or confused by the visuals and design. 1, 0 |
| Clarity of speech | Spoke clearly and distinctly all (100-95%) the time. 4 | Spoke clearly and distinctly most of the time. 3 | Spoke clearly and distinctly about half of the time. 2 | Often mumbled or could not be understood most of the time. 1, 0 |
| Posture and eye contact | Stood up straight, looked relaxed and confident. Established eye contact frequently with most of the audience. 4 | Stood up straight, did not look relaxed and confident but did sometimes establish eye contact with most of the audience. 3 | Sometimes did not stand up straight, did not look relaxed and confident and/or did not establish eye contact with most of the audience. 2 | Slouched, leaned on the desk frequently, and/or did not look at the audience during the presentation. 1, 0 |
| Volume | Voice was loud enough to be heard by all audience members and voice varied throughout the presentation. 4 | Voice was loud enough to be heard by all audience members and voice varied most of the time. 3 | Voice was loud enough to be heard by all audience members and voice varied about half of the time. 2 | Voice was often too soft to be heard by all audience members and/or voice did not vary. 1, 0 |
| Time | The length and pace of the presentation was appropriate and did not seem hurried or slow. 4 | The length of the presentation was appropriate but seemed slightly hurried or slow. 3 | Presentation was a bit short or a bit long and seemed slightly hurried or a little slow. 2 | Presentation was too long or too short and seemed too hurried or too slow. 1, 0 |
| Total Raw Score:/ 32 | Conversion of raw score to indicative level: Advanced=32-25 Capable=24-17 Progressing=16-9 Beginner=less than 9 | | | |