

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

Class	Seat	Name	Student number	Presentation Date	Partner's name	Topic

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
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:/ 28	Conversion of raw score to indicative level: Advanced=28-22 Capable=21-15 Progressing=14-8 Beginner=less than 8			