**Name: Presentation time:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assignment #4: Oral Presentation | **Excellent** | **Good** | **Fair** | **Needs Work** |
| **Context** |  |  |  |  |
| Introduction identifies the purpose and focus of your presentation and establishes its interest for you and for your audience. |  |  |  |  |
| Name and topic are clearly shown on opening slides. |  |  |  |  |
| Substance |  |  |  |  |
| Presentation focuses on insights in and reflections on the area you investigated. |  |  |  |  |
| Presentation delivers relevant information and conclusions from the paper. Is not over 5 minutes or under 3 minutes. |  |  |  |  |
| Slide information supports the content of the presentation. |  |  |  |  |
| **Organization** |  |  |  |  |
| Presentation is organized clearly around key points that support your focus. |  |  |  |  |
| Presentation uses transitions, reminders, and forecasting to guide the audience’s attention. |  |  |  |  |
| Slides make effective use of headings and bullet points. |  |  |  |  |
| Style |  |  |  |  |
| Language choices are suited to your purpose, reflecting about earlier work to an audience of your peers. |  |  |  |  |
| Language choices sustain audience attention. |  |  |  |  |
| Slides are appealing with appropriate design choices (i.e. no distracting fonts, colors, images). |  |  |  |  |
| **Delivery** |  |  |  |  |
| Volume and rate of speaking allow audience to understand content. |  |  |  |  |
| Gestures, eye contact, expression and posture maintain audience interest and confidence. |  |  |  |  |
| You are not just reading your presentation. |  |  |  |  |
| Presentation shows evidence of careful proofreading to avoid distracting errors. |  |  |  |  |

**Additional comments:**