

**Grading of Oral Presentations**
**1. Content:**

- Use an effective, appropriate, attention-getting device (hook)
- Use string and unambiguous vocabulary that the audience could understand, define unfamiliar terms
- Be well informed
- Be able to answer questions from the class

**2. Resources:**

- Provide a well designed, organized lesson plan
- Provide any handouts, worksheets, etc.

**3. Organization:**

- Provide a clear statement of the objectives (big picture)
- Ideas are organized in a meaningful way
- Presentation is aligned to the topic assigned
- Necessary background information is included.
- Utilize a smooth transition procedure so that ideas flow logically from point to point

**4. Presentation Aids:**

- Use relevant presentation aids - chalkboard, overheads, etc.
- Vary presentation aids to accommodate the eclectic nature of learning

**5. Delivery:**

- Maintain eye contact
- Speak to the entire audience, not just one or two people
- Use clear and easy pronunciation
- Maintain a consistent rate of speech (not too fast, not too slow)
- Adjust presentation volume to emphasize ideas (not monotone and not too loud, not too soft)
- Move around, use meaningful gestures, and maintain relaxed body language
- Use notes sparingly
- Don't use filler words( uhm, uh, eh, mmm, like)
- Don't call attention to errors by apologizing
- Use good posture

**1. Content:**

Needs Improvement	1	2	3	4	5	6	7	8	9	10	Excellent
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**2. Resources:**

Needs Improvement	1	2	3	4	5	6	7	8	9	10	Excellent
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**3. Organization:**

Needs Improvement	1	2	3	4	5	6	7	8	9	10	Excellent
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**4. Presentation Aids:**

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**5. Delivery:**

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