

Contents: Level of complexity, depth of information, clarity of message and focus.	Level of complexity too high/low. Message not clear, loss of topical focus. Main points obviously lack elaboration. <i>1 pt</i>	Level of complexity occasionally too high/ low. Message implied. Some contents seem irrelevant or lack elaboration. <i>2 pts</i>	Level of complexity mostly suitable for the audience. Message comes through. Main points are justified. <i>3 pts</i>	Level of complexity suitable for the audience, stays on focus. Message clear throughout. Main points well justified. <i>4 pts</i>	Level of complexity completely on target for the audience. Compelling message with a clear and justified focus. <i>5 pts</i>
Organisation: Introduction Body section Conclusion Balance of elements	Topical progression very hard to follow due to missing, incomplete or unbalanced elements <i>2 pts</i>	Topical progression hard to follow. Core elements need improvement. <i>4 pts</i>	Topical progression quite easy to follow. Elements are present and quite balanced, but somewhat mechanical. <i>6 pts</i>	Topical progression easy to follow. Required elements all present and balanced but could still be more effective <i>8 pts</i>	Topical progression & all the elements effective, memorable and complete. <i>10 pts</i>
Transitions to guide the audience	No or very few transitions used; those used are too short / inaccurate. <i>1 pt</i>	Some transitional phrases present, but often too mechanical or inaccurate. <i>2 pts</i>	Transitional phrases between sections/slides/topics present, but used inconsistently or mechanically. <i>3 pts</i>	A variety of transitions quite effectively and naturally used in most parts of the talk. <i>4 pts</i>	A variety of transitions effectively and naturally used throughout the talk. <i>5 pts</i>
Visuals Amount of information (eg. text), type and role of images, overall formatting choices (headings, font, colour, animation...)	Visual aids contain too little or too much information. Images and headings are lacking, irrelevant or inconsistent. Formatting choices / spelling errors disturb communication. <i>1 pt</i>	Some of the visual aids contain too much/ too little information. Some images and headings may be lacking or irrelevant. Overall design and formatting choices or errors weaken communication. <i>2 pts</i>	Visual aids mainly contain a suitable amount of information. Images, headings, overall formatting choices mainly support communication. (May contain minor grammar or spelling errors.) <i>3 pts</i>	Visual aids contain a suitable amount of information. Formatting choices support communication, and headings reflect the organization. Images illustrate and clarify the message. <i>4 pts</i>	Visual aids contain a suitable amount of information throughout. Images/graphs/ diagrams are effectively used to replace text. Formatting choices, eg. headings, skillfully support the organization throughout. <i>5 pts</i>
Delivery: Audience engagement and eye contact, body language, pace and use of voice.	Unengaging delivery and/or poor eye contact. Speech and visuals not synchronized and/or speech relies too much on notes. <i>1 pts</i>	Somewhat unengaging delivery and/or poor eye contact. Speech and visuals not well synchronized and/or speech is hesitant/rambling or relies obviously on notes. <i>2 pts</i>	Sufficiently engaging delivery and adequate eye contact. Demonstrates the ability to speak freely, and speech and visuals mainly synchronized. <i>3 pts</i>	Engaging delivery and good audience contact. Speaks quite freely. Speech and visuals synchronized. <i>4 pts</i>	Confident and engaging delivery, and excellent audience contact. Speaks freely and naturally. Speech and visuals skillfully synchronized throughout. <i>5 pts</i>
Language use (grammatical accuracy, pronunciation, fluency)	Pace, fillers/ pausing, and/or inaccuracy of language obscure meaning. <i>2 pts</i>	Pace, fillers/ pausing and/or inaccuracy of language sometimes obscure meaning. <i>4 pts</i>	Language use fairly accurate with some natural fillers/ pausing and quite good pace. <i>6 pts</i>	Language use mostly accurate and quite fluent with natural fillers/ pausing, and good pace. <i>8 pts</i>	Language use very accurate and fluent, with natural rhythm / fillers/ pausing and excellent pace. <i>10 pts</i>
Timing	1) under 5 min or over 12 min -> 3 pts deducted; 2) 5-7 or 11-12 -> 2 points deducted 3) Timing 7-8 min or 10-11 min.- > 1 point deducted 4) Good timing (8-10 min)				