

LC-1112 Online Presentation Skills for Engineers, Presentation Grading Rubric (Max 40 points)

TIMING:

1 point will be deducted from the total score per minute that exceeds or falls short of the time limits set for the speech.

	1-2	3-4	5
CONTENT 5 points	Content not quite on target: message was missing or poorly communicated/ justified (e.g. some content seems irrelevant).	Content is mainly on target and relevant to the purpose. Sufficiently clear message with justification.	Content clearly on target and directly supports the purpose. Conveys a strong message with logical justification. Contents planned appropriately to fit the time frame given.
	The level of complexity was too high/low with regard to the audience (e.g. too much/little technical detail/jargon).	The level of complexity was appropriate to the audience (e.g. technical jargon, if used, was sufficiently explained).	The level of complexity was appropriate to the audience, and the presenter shows the ability to link new information with audience's prior knowledge.
ORGANISATION 10 points	Topical focus was lost several times during the presentation, making the progress of ideas hard to follow .	Topical focus lost once or twice, but overall, the presentation was quite easy to follow .	The presentation stayed focused on the topic and purpose throughout. The ideas progressed clearly and logically .
	Introduction was missing or incomplete (e.g., relevance of the topic and message to the audience, credibility, purpose, overview of content).	The introduction attempts to make the topic/message relevant to the audience (attention-grabber). Contains credibility, topic and purpose, overview of content) but there may be some weaknesses in their effectiveness.	The introduction orients the audience effectively towards the topic, focus and purpose of the talk. Demonstrates the relevance of the topic and captures audience interest using imagination.
	Body of the presentation was disorganized, the main points were clearly out of balance or did not sufficiently support the overall message.	Body is quite successfully divided into main topic areas to support the message, e.g. there may be a little too much/ too little detail, or some part(s) may be somewhat over/under-weighted.	Body is very logically divided into clearly focused and well balanced main points, convincingly supporting the overall message.
	No real conclusion , or conclusion lacked relevance and purpose of the topic to the audience. Presents new information.	Conclusion summarises/lists the main points, but does not effectively reinforce the relevance and purpose of the topic to the audience.	Conclusion summarises the main points and reinforces the relevance and purpose of the topic, returning to the theme of the introduction.
TRANSITIONS 5 points	Used few or no transitional phrases to guide the audience, or those used are too short or inaccurate.	Uses transitional phrases between sections/slides/ main topic areas/items on the same slide, but occasionally inconsistently or inaccurately.	Uses a variety of transitions and signposting effectively and naturally throughout the talk to link ideas/facts and to maintain focus on the topic and purpose (e.g. restate-forecast and/or topic sentences, enumeration).
VISUALS 10 points	Visual aids contained too little or too much information (e.g. excessive text, full sentences) ...or had a sloppy appearance.	Visual aids mainly contained suitable amount of information on slides. Overall quite clear and spacy.	Visual aids contained a suitable amount of information throughout (e.g. text is limited to keywords and phrases, abbreviated language). General layout pleasant to the eye.
	Images may be lacking/ irrelevant/ distract from the main message, serving more as decorations than informative elements of the talk.	Images are relevant to the topic and mainly support communication, illustrating and clarifying the message.	Images /graphs/diagrams are used to replace text/ function effectively as component parts of the presentation.
	Headings are either lacking or inconsistent, or do not match the promised content and organisation.	Headings mainly reflect the organisation of ideas and division into main points but may contain some minor inconsistencies.	Headings reflect the organisation throughout the talk, helping the audience follow the internal logic of the talk
	The chosen font type/size/formatting of text and headings and the usage of colour disturb communication and/or slides contain obvious grammatical inaccuracies .	Font type/size, formatting and usage of colour are mainly suitable. May contain minor grammatical inaccuracies or other minor inconsistencies .	Suitable font type/size and formatting of text and headings, and usage of colour support the organisation and the message. No grammatical inaccuracies/ inconsistencies with headings.
DELIVERY 5 points	Unenthusiastic or monotonous delivery Problems in voice usage (e.g. volume, pace and intonation) Problems with style and/or tone.	Sufficiently engaging and interesting delivery. Good voice usage (e.g. volume, pace and intonation). Style and tone are appropriate.	Engaging and interesting delivery that showed presenter's own enthusiasm. Voice usage clear and pleasant, and varied effectively. Style and tone appropriate for the context.
	Little interaction/ contact with the audience /poor eye contact	Sufficient interaction/contact with the audience (eye contact, body language)	Good rapport and contact with audience throughout (eye contact, body language) .
	Speech and visual support do not always match, or speech relies too much on notes/ info on the slide.	Speech and visual support are synchronized. Demonstrates the ability to explain the contents in their own words.	Speech and visuals skillfully synchronized . Key facts on slides are successfully opened up and elaborated on in speech.
	Appears unprepared . Did not know contents well: used notes too often / rambled aimlessly.	Appears prepared and speaks quite freely but may occasionally need some support from text on the slides (or notes)	Appears well-rehearsed , conveying the contents and message in a clear and confident manner .
FLUENCY & GRAMMAR 5 points	Frequent fillers/ pausing for grammatical and lexical planning and self-correction was very evident.	Language contained occasional fillers/ hesitation as speaker searched for patterns and expressions.	Expressed him/herself fluently and spontaneously , almost effortlessly. Pausing, intonation and rhythm used effectively.
	Satisfactory control of pronunciation with mistakes that sometimes hindered understanding.	Good control of pronunciation with few mistakes, influence of native language does not disturb understanding.	Very good or excellent control of pronunciation
	Satisfactory/ limited vocabulary and grammar . Obvious errors.	Good vocabulary and grammar with occasional 'slips' or non-systematic errors.	Very good vocabulary and grammar ; errors rare and difficult to spot.
	Difficulty handling audience questions	Handled audience questions sufficiently well.	Handled audience questions with ease.