Contents: Level of complexity, Clarity of message	Level of complexity too high/low. Message not clear, loss of topical focus. Main points need elaboration. *1 pt*	Level of complexity occasionally too high/ low. Message implied. Some contents seem irrelevant or lack elaboration. *2 pts*	Level of complexity mostly suitable for the audience. Message comes through. Main points are justified. *3 pts*	Level of complexity suitable for the audience. Message clear throughout. Main points well justified. *4 pts*	Level of complexity completely on target for the audience. Compelling message with a clear and justified focus. *5 pts*
Organisation: Intro, Body, Conclusion, Balance	Topical progression very hard to follow due to missing, incomplete or unbalanced elements. *2 pts*	Topical progression hard to follow. Core elements need improvement. *4 pts*	Topical progression quite easy to follow. Elements are present and quite balanced, but somewhat mechanical. *6 pts*	Topical progression easy to follow. Required elements all present and balanced but could still be more effective. *8 pts*	Topical progression & all the elements effective, memorable and complete. *10 pts*
Transitions to guide the audience	No, few, or too short / inaccurate transitional phrases. *1 pt*	Some transitional phrases present, but often too mechanical or inaccurate. *2 pts*	Transitional phrases between sections/slides/topics present, but inconsistent or occasionally inaccurate. *3 pts*	A variety of transitions quite effectively and naturally used in most parts of the talk. *4 pts*	A variety of transitions effectively and naturally used throughout the talk. *5 pts*
Visuals	Visual aids contain too little or too much information. Images and headings are lacking, irrelevant or inconsistent. Font type/size , use of colour, and/or grammar/ spelling errors disturb communication. *1 pt*	Some of the visual aids contain too much/ too little information. Some images and headings may be lacking, irrelevant or inconsistent. Font type/ size, use of colour and/or grammar/ spelling errors weaken communication. *2 pts*	Visual aids mainly contain a suitable amount of information. Images and headings mostly relevant. Font type/size and use of colour mainly support communication. May contain minor grammar or spelling errors. *3 pts*	Visual aids contain a suitable amount of information. Images, font type/size and use of colour support communication, illustrating and clarifying the message. Headings reflect the organisation. *4 pts*	Visual aids contain a suitable amount of information throughout. Images/graphs/ diagrams are effectively used to replace text. Headings skillfully support the organisation. Font type/size and colour are effectively used throughout. *5 pts*
Delivery: Audience engagement, body language, pace and use of voice. Accuracy of language	Unengaging delivery and/or poor eye contact. Speech and visuals not synchronized and/or speech relies too much on notes. Pace, fillers/ pausing, and/or inaccuracy of language obscure meaning. *5 pts*	Somewhat unengaging delivery and/or poor eye contact. Speech and visuals not well synchronized and/ or speech relies obviously on notes. Pace, fillers/ pausing and/or inaccuracy of language sometimes obscure meaning. *7 pts*	Sufficiently engaging delivery and/or adequate eye contact. Speech and visuals mainly synchronized. Language use fairly accurate with some natural fillers/ pausing and good pace. *9 pts*	Engaging delivery and good audience contact. Speech and visuals synchronized. Language use mostly accurate with natural fillers/ pausing, and good pace. *11 pts*	Confident and engaging delivery, and excellent audience contact. Speech and visuals skillfully synchronized throughout. Language use very accurate with natural fillers/ pausing and excellent pace. *13 pts*
Timing	Significant timing issues (under 7 or over 11 min) *0 pts*	Some timing issues (between 7-8 min, or 10-11 min.). *1 pt*		Good timing (8-10 min). *2pts*	