

## FINAL PRESENTATION RUBRIC

<p><b>Contents:</b></p> <p>Level of complexity, Clarity of message</p>	<p>Level of complexity too high/low. Message not clear, loss of topical focus. Main points need elaboration.</p> <p><b>0.5 points</b></p>	<p>Level of complexity occasionally too high/low. Message implied. Some contents seem irrelevant or lack elaboration.</p> <p><b>1 point</b></p>	<p>Level of complexity mostly suitable for the audience. Message comes through. Main points are justified.</p> <p><b>1.5 points</b></p>	<p>Level of complexity suitable for the audience. Message clear throughout. Main points well justified.</p> <p><b>2 points</b></p>	<p>Level of complexity completely on target for the audience. Compelling message with a clear and justified focus.</p> <p><b>2.5 points</b></p>
<p><b>Organization:</b></p> <p>Intro, Body, Conclusion, Balance</p>	<p>Topical progression very hard to follow due to missing, incomplete or unbalanced elements.</p> <p><b>1 point</b></p>	<p>Topical progression hard to follow. Core elements need improvement.</p> <p><b>2 points</b></p>	<p>Topical progression quite easy to follow. Elements are present and quite balanced, but somewhat mechanical.</p> <p><b>3 points</b></p>	<p>Topical progression easy to follow. Required elements all present and balanced, but could still be more effective.</p> <p><b>4 points</b></p>	<p>Topical progression &amp; all the elements effective, memorable and complete.</p> <p><b>5 points</b></p>
<p><b>Transitions:</b></p> <p>To guide the audience</p>	<p>No, few, or too short / inaccurate transitional phrases.</p> <p><b>0.5 points</b></p>	<p>Some transitional phrases present, but often too mechanical or inaccurate.</p> <p><b>1 point</b></p>	<p>Transitional phrases between sections/slides/topics present, but occasionally inconsistent or inaccurate.</p> <p><b>1.5 points</b></p>	<p>A variety of transitions quite effectively and naturally used in most parts of the talk.</p> <p><b>2 points</b></p>	<p>A variety of transitions effectively and naturally used throughout the talk.</p> <p><b>2.5 points</b></p>

<p><b>Visuals</b></p>	<p>Visual aids contain too little or too much information. Images and headings are lacking, irrelevant or inconsistent. Font type/size, use of colour, and grammar/spelling errors disturb communication.</p> <p><b>0.5 points</b></p>	<p>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 grammar/spelling errors weaken communication.</p> <p><b>1 points</b></p>	<p>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.</p> <p><b>1.5 points</b></p>	<p>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.</p> <p><b>2 points</b></p>	<p>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.</p> <p><b>2.5 points</b></p>
<p><b>Delivery:</b></p> <p>Audience engagement, body language, pace and use of voice, accuracy of language, timing</p>	<p>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. Significant timing issue.</p> <p><b>1.5 points</b></p>	<p>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. Some timing issues.</p> <p><b>3 points</b></p>	<p>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. Good timing (8-10 min).</p> <p><b>4.5 points</b></p>	<p>Engaging delivery and good audience contact. Speech and visuals synchronized.</p> <p>Language use mostly accurate with natural fillers/ pausing, and good pace. Good timing.</p> <p><b>6 points</b></p>	<p>Confident and engaging delivery, and excellent audience contact. Speech and visuals skillfully synchronized throughout.</p> <p>Language use very accurate with natural fillers/ pausing and excellent pace. Good timing.</p> <p><b>7.5 points</b></p>