Organization & Contents	Level of complexity too high/low. Message not clear, loss of topical focus. Introduction / Conclusion incomplete or missing. Main points need elaboration. ☐ 3points	Level of complexity occasionally too high/ low. Message implied, progression of ideas hard to follow. Introduction/conclusion need improvements.Some contents seem irrelevant or lack elaboration. ☐ 6points	Level of complexity mostly suitable for the audience.Message comes through. Main points are logical,but contents somewhat imbalanced. Introduction / conclusion are present but seem a bit mechanical or may be missing required elements. ☐ 9points	Level of complexity suitable for the audience. Message clear throughout. Easy to follow main points. Introduction /conclusion include all required elements, but could be more effective. ☐ 12points	Level of complexity suitable for the audience. Compelling message with a clear and logical focus. Introduction and conclusion effective, memorable and complete. Well-balanced contents. ☐ 15points
Transitions	No, few, or too short / inaccurate transitional phrases to guide the audience. ☐ 1points	Few, too short, quick, mechanical or inaccurate transitional phrases to guide the audience. ☐ 2points	Transitional phrases between sections/slides/topics are present but occasionally inconsistent or inaccurate. ☐ 3points	A variety of transitions effective and quite natural in most parts of the talk. ☐ 4points	A variety of transitions effective and natural throughout the talk. ☐ 5points

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 grammar/ spelling errors disturb communication. ☐ 1points	Some of the visual aids contain too much/ too little information. Some images and heading may be lacking, irrelevant or inconsistent. Font type/ size, use of colour and grammar/ spelling errors weaken communication. ☐ 2points	Visual aids mainly contain a suitable amount of information. Images and headings mostly relevant. Font type/size, and use of colour mainly reflect the organisation. May contain minor grammar or spelling errors. ☐ 3points	Visual aids contain a suitable amount of information. Images support communication, illustrating and clarifying the message. Headings, font type/size and use of color reflect the organisation. ☐ 4points	Visual aids contain a suitable amount of information throughout. Images/graphs/diagrams are effectively used to replace text. Headings, font type/size and use of color support the organisation and the message throughout. ☐ 5points
Delivery	Unengaging delivery and/or poor eye contact. Speech and visuals not synchorinized, or speech relies too much on notes. Pace, fillers/ pausing and/or errors obscure meaning. Timing too short/long. ☐ 3points	Somewhat unengaging delivery and/or poor eye contact. Speech and visuals not well synchorinized, or speech relies obviously on notes. Pace, fillers/ pausing and/or errors sometimes obscure meaning. Timing too short/long. ☐ 6points	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. Timing fits time limits. ☐ 9points	Engaging delivery and good audience contact. Speech and visuals well synchronized. Language use mostly accurate with some natural fillers/ pausing and good pace. Timing fits time limits. ☐ 12points	Confident and engaging delivery and excellent audience contact. Speech and visuals synchronized throughout. Language use accurate with natural fillers/ pausing and good pace. Timing fits time limits. ☐ 15points