

LC-1112 Online Presentations Skills for Engineers/ Final Presentation

<p>Contents:</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. 1 point</p>	<p>Level of complexity occasionally too high/low. Message implied. Some contents seem irrelevant or lack elaboration. 2 points</p>	<p>Level of complexity mostly suitable for the audience. Message comes through. Main points are justified. 3 points</p>	<p>Level of complexity suitable for the audience. Message clear throughout. Main points well justified. 4 points</p>	<p>Level of complexity completely on target for the audience. Compelling message with a clear and justified focus. 5 points</p>
<p>Organization:</p> <p>Intro, Body, Conclusion, Balance</p>	<p>Topical progression very hard to follow due to missing, incomplete or unbalanced elements. 2 points</p>	<p>Topical progression hard to follow. Core elements need improvement. 4 points</p>	<p>Topical progression quite easy to follow. Elements are present and quite balanced, but somewhat mechanical. 6 points</p>	<p>Topical progression easy to follow. Required elements all present and balanced, but could still be more effective. 8 points</p>	<p>Topical progression & all the elements effective, memorable and complete. 10 points</p>
<p>Transitions:</p> <p>To guide the audience</p>	<p>No, few, or too short / inaccurate transitional phrases. 1 point</p>	<p>Some transitional phrases present, but often too mechanical or inaccurate. 2 points</p>	<p>Transitional phrases between sections/slides/topics present, but occasionally inconsistent or inaccurate. 3 points</p>	<p>A variety of transitions quite effectively and naturally used in most parts of the talk. 4 points</p>	<p>A variety of transitions effectively and naturally used throughout the talk. 5 points</p>

<p>Visuals</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>1 point</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>2 points</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>3 points</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>4 points</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>5 points</p>
<p>Delivery: 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>3 points</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>6 points</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>9 points</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>12 points</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>15 points</p>