

	1	2	3	4	5
Organization & Contents	Level of complexity too high/low. Message not clear, loss of topical focus. Introduction / Conclusion incomplete or missing. Main points need elaboration. Presentation is too short or too long.	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. Presentation too short / too long.	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. Presentation length is quite appropriate for the given time frame.	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. Presentation length is appropriate.	Level of complexity very suitable for the audience. Compelling message with a clear and logical focus. Introduction and conclusion effective, memorable and complete. Well-balanced contents. Presentation length appropriate for the given time frame.
Transitions	No, few, or too short / inaccurate transitional phrases to guide the audience.	Few, too short, quick, mechanical or inaccurate transitional phrases to guide the audience.	Transitional phrases between sections/slides/topics are present but occasionally inconsistent or inaccurate.	A variety of transitions effective and quite natural in most parts of the talk.	A variety of transitions effective and natural throughout the talk.
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 synchronized, or speech relies too much on notes. Pace, fillers/ pausing and/or errors obscure meaning. 1points	Somewhat unengaging delivery and/or poor eye contact. Speech and visuals not well synchronized, or speech relies obviously on notes. Pace, fillers/ pausing and/or errors sometimes obscure meaning. 2points	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. . 3points	Engaging delivery and good audience contact. Speech and visuals well synchronized. Language use mostly accurate with some natural fillers/ pausing and good pace. 4points	Confident and engaging delivery and excellent audience contact. Speech and visuals synchronized throughout. Language use accurate with natural fillers/ pausing and good pace. 5points