

Oral Presentation Grading Sheet

Class: _____

Date _____
Project _____
Speaker _____

Allocated Time _____
Actual Time _____

A. ORAL REPORT

ORGANIZATION of PRESENTATION

Introduction, outline, background, generating interest

Check one of the boxes below

Perfect Outstanding Very Good Good Acceptable Marginal Poor Very Poor

Problem Definition – Design Parameters

Check one of the boxes below

Perfect Outstanding Very Good Good Acceptable Marginal Poor Very Poor

Continuity, sequencing of material

Check one of the boxes below

Perfect Outstanding Very Good Good Acceptable Marginal Poor Very Poor

Conclusion: solid and well-founded

Check one of the boxes below

Perfect Outstanding Very Good Good Acceptable Marginal Poor Very Poor

DELIVERY

Conversational style, volume, pronunciation, enunciation, timing

Check one of the boxes below

Perfect Outstanding Very Good Good Acceptable Marginal Poor Very Poor

Body language, Professionally dressed, Mannerisms

Check one of the boxes below

Perfect Outstanding Very Good Good Acceptable Marginal Poor Very Poor

Visual aids: Style, legibility, and effectiveness

Check one of the boxes below

Perfect Outstanding Very Good Good Acceptable Marginal Poor Very Poor

QUESTIONS

Handled accurately and effectively

Check one of the boxes below

Perfect Outstanding Very Good Good Acceptable Marginal Poor Very Poor

TECHNICAL CONTENT

Depth of technical content

Check one of the boxes below

Perfect Outstanding Very Good Good Acceptable Marginal Poor Very Poor

Accurately reflects work performed

Check one of the boxes below

Perfect Outstanding Very Good Good Acceptable Marginal Poor Very Poor

COMMENTS

Graded by _____