# AAU Assessment Rubric: Oral presentations

**Name of Presenter**: _____ **Name of Assessor**: _____

**Class**: _____ **Assignment**: _____

**Date of Assessment:** _____

| Criteria | 1 (Not sufficient) | 2 (Poor) | 3 (Average) | 4 (Good) | 5 (Very good) |
|---|---|---|---|---|---|
| **Introduction of topic** | Topic introduced. | | Topic introduced clearly, and purpose of talk was made clear. | | Topic introduced clearly and in an interesting way. Purpose of talk was made clear. Outline of points was given. |
| **Knowledge of topic** | Some understanding of topic shown. Some links and connections made between ideas. Points are usually developed with minimum detail. Information is usually relevant and underlying knowledge sufficient. | | Good understanding of topic shown. Links and connections between ideas made clear. Information was relevant and expressed in own words. Points were developed with sufficient and appropriate details indicating sufficient underlying research and knowledge. | | A very good understanding of the topic shown. Links and connections between ideas made clear. Information was relevant and well expressed in own words. Points were well-organised and developed with sufficient and appropriate details indicating strong underlying research and knowledge. |
| **Ability to engage and involve audience** | Some eye contact was made.<br>Techniques used to engage audience were minimal, or mainly ineffective. | | An interesting approach taken to topic. Speaker used techniques such as visual aids and props, anecdote, surprising facts, direct audience participation. | | Speaker monitored audience and adapts presentation accordingly. An interesting or original approach taken to the topic. Speaker used techniques such as visual aids and props, anecdote, humour, surprising facts, direct audience participation. |
| **Suitability of presentation for purpose and audience** | Attempts were made to tailor the presentation content to the intended purpose of informing, interesting or persuading. | | The presentation content and structure was tailored to the audience and to the intended purpose of informing, interesting or persuading. | | The presentation content, structure and delivery were closely tailored to the audience and to the intended purpose of informing, interesting or persuading. |

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| **Voice: clarity, pace, fluency, pronunciation** | Presenter occasionally spoke clearly and at a good pace. Pronunciation occasionally correct, but often hesitant and inaccurate. | | Presenter usually spoke clearly to ensure audience comprehension. Delivery was usually fluent. Pronunciation and intonation is usually correct. | | Presenter spoke clearly and at a good pace to ensure audience comprehension. Delivery was fluent and expressive. Pronunciation and intonation is correct and confident. |
| **Pose** | Body language and usage of space was weak. Presenter stood still, did not use any body language. Presenter had a distractive mannerism. | | Body language was appropriate, hand gestures were used to support arguments. Presenter utilized the space effectively, moved towards the audience. | | Body language was very effectively used to support the arguments and engage the audience. Presenter utilized the entire space effectively, was relaxed and comfortable. |
| **Vocabulary, sentence structure, grammar** | The vocabulary of the presentation was mainly appropriate for the topic. The presentation content was occasionally grammatically correct. | | The vocabulary of the presentation was appropriate for the topic. Sentence structures were usually correct. The presentation content was usually grammatically correct. | | The vocabulary of the presentation was appropriate for the topic. A variety of phrases and sentence structures were used. The presentation content was grammatically correct. |
| **Use of visual aids** | No visual aids were used; OR<br>Visual aids were occasionally appropriate and related to the spoken message. | | Visual aids supported the presentation effectively. They clarified and reinforced the spoken message. | | Visual aids were carefully prepared and supported the presentation effectively. They clarified and reinforced the spoken message. The aids added impact and interest to the presentation. |
| **Conclusion of topic** | An attempt was made to conclude the presentation. | | The presentation was summed up clearly. | | The presentation was summed up clearly and effectively, with key points emphasised. The presenter made a closing statement and thanked the audience. |
| **Time management** | Too much time was spent on one of the sections, not allowing to conclude the presentation in time. There was no time for questions. | | The time was allocated adequately and the presenter allocated time for questions. | | The presentation was well divided and all sections were given adequate time. Sufficient time was left for questions. |
| **Answering questions from audience** | Not all questions could be answered. Questions answered with difficulty, and little knowledge of the topic was demonstrated. | | Most questions answered.<br>Answers showed good knowledge and understanding of the topic. Language was mainly correct. | | Questions answered with little difficulty. Very good knowledge of the topic was demonstrated. Language was correct and fluent. |