

Communicating in the Workplace

Student Presentation Marking Guide

Evaluation	Good	Better	Best	Comments
Introduction: Grabber (Hook)	No grabber	Used a grabber, but it didn't fully engage audience	Grabber engaged audience and created rapport	
Introduction: Establish Credibility	Did not introduce yourself	Introduced yourself but not clearly; didn't establish credibility	Introduced yourself clearly; provided background to establish credibility	
Introduction: Preview of Theme & Overview	No overview / theme	some overview / theme but not specific	Clear overview of all the key points to be covered, unified by theme	
Main Body: Content	Content not well-developed and/or didn't support theme	Content supported theme, but lacked specific examples	Content well-developed; supported theme, and included examples	
Main Body: Organization	No structure or organization; too many or too few main points	Content reasonably organized, but lacked transitions	Content well organized, with good transitions, and suitable number of main points.	
Conclusion: Summary	No summary of key points	Some summing up of key points, but lacking specifics	Clear, concise summary of all key points	
Conclusion: Questions	Didn't take questions	Took questions but gave vague answers or didn't answer what was asked	Answered questions concisely and accurately; promised follow-up if didn't know answer	
Conclusion: Closing	No call to action or attempt to leave a lasting impression	Made a call to action, but final impression could have been stronger	Good call to action, with a memorable final impression	

Engagement	Little engagement or eye contact	Occasional rapport with audience but not consistent	Good engagement and eye contact with whole audience	
Gestures and Movement	Unnatural posture and lacking gestures	Comfortable posture, but too little or too much movement	Natural posture, with good gestures and fluid movement	
Pace	Pace was too fast or too slow	Steady pace but sometimes too fast or too slow	Good pace with effective variation	
Volume	Too quiet or too loud volume affected audience comprehension	Good volume usually, but occasionally too quiet or too loud	Good volume with effective variation	
Enunciation & Pronunciation	Seriously affected audience comprehension	Mostly clear but affected audience comprehension at some points	Mostly clear; audience comprehension not affected	
Grammar	Seriously affected audience comprehension	Mostly correct but affected audience comprehension	Few grammatical errors; no impact on comprehension	
Confidence & Professionalism	Lacked confidence	Seemed unsure of material; used fillers and slang	Confident; looked and sounded professional	
Timing	Less than 8 min; Over 12 min.	Less than 9 min; Over 11 min	Within a minute of 10-minute mark	
Visual Aids	Inconsistent, ungrammatical, or inappropriate for topic	Too much text on slides or poor use of images	Consistent and visually appealing	