

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 | |

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|---|--|---|--|--|
| 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 | |

Name: _____

Time: _____ Mark: _____ / 50