

## Oral Presentations

Team:

Date:

Length: (start/finish times)

## CRITERIA

- Correct length
- All team members presenting
- Visual information used to support report
- Informative handling of questions (question time not included in time minute limit)

## CONTENT

- Introduction. Key design issues, focus of report
  - Clear preview of presentation
- Body: Decisions and justification
  - Logical organization of content
  - Clear and appropriate reporting sections
  - Sign posting to guide listeners between sections
- Conclusion: evaluation of performance
  - Discussion of performance and/or next steps

## DELIVERY

- Appropriate language
- Adequate volume
- No or few sub-vocalizations (ums, ers, likes...)
- Eye contact (no reading)
- Gestures, stance, mannerisms

## COMMENTS

- Handling questions and/or contributions to answers
- Additional comments (not part of grade)
- Correct pronunciation
- Voice punctuation (using voice to guide listener, show emphasis, etc)
- Effective use of language

Speaker name	Organization	Presentation style	Visual aids	Technical content	Q&A
1.					
2.					
3.					