

Oral Presentation Feedback

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| Eye Contact | The speaker is looking at the audience almost all of the time. The speaker makes direct eye contact with most of the members of the audience at some point in the talk. | The speaker is looking up for most of the talk. The direct eye contact with members of the audience is sporadic. | The speaker looks at the audience part of the time. When looking up, there is little direct eye contact with members of the audience. | Most of the time, the speaker is not looking at the audience. |
| Voice | Every spoken word can be heard and understood clearly with no difficulty by each person in the audience. The speaker speaks in standard English, using correct vocabulary for the subject area and language appropriate for the audience. | A very brief portion of the talk may be unclear or inaudible to some members of the audience, OR the audience has to make an effort to hear and understand. The speaker speaks in standard English using correct vocabulary for the subject area. | Several parts of the talk are unclear or inaudible to some members of the audience, OR one portion is unclear or inaudible to most of the audience. The speaker occasionally speaks in nonstandard English and uses some terms incorrectly. | Several portions of the talk are unclear or inaudible to most of the audience. The speaker frequently speaks in nonstandard English and uses terms incorrectly. |
| Preparation | Preparation is highly evident. The speaker makes smooth transitions between parts of the talk. No delays occur when referring to the brochure. | Preparation is evident. Most transitions between parts of the talk are smooth. A small pause or two may occur during the talk when referring to the brochure. | Preparation may or may not be evident. Unnecessary delays or pauses exist in the talk or when referring to the brochure. | Preparation is not evident. The talk seems to be unorganized. Unnecessary pauses or awkward delays may occur when referring to the brochure. |
| Pace | Talk moves at natural rate and rhythm. No inappropriate pauses or silences occur. | Talk is slightly hurried or slow. Occasional gaps of "dead air" occur that do not detract very much from the meaning. | Talk is somewhat hurried or sluggish throughout, OR several noticeable pauses occur in an otherwise well-paced talk. | Talk is noticeably rushed or protracted, OR several lengthy pauses occur during the talk. |

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| Expression | The speaker uses a variety of volume modulations (louder/softer), voice inflections (tone of voice), gestures, and facial expressions to convey enthusiasm or energy. All expressive techniques are appropriate to the content of the talk. Techniques are not overused or overdone. | The speaker takes advantage of opportunities to be expressive. Some of the techniques are overused or overdone. | Some expressive techniques are employed at times by the speaker, but for the most part, the tone is lifeless or inappropriate. | Talk is flat. Voice is consistently a monotone. Little or no energy is used to convey feelings. |
| Audience Engagement | The speaker engages the audience in a natural manner through eye contact, questioning skills, and by delivering an animated presentation throughout the oral presentation. | The speaker naturally engages the audience at times during the presentation through eye contact and questioning skills. | The speaker makes some attempts to engage the audience in the presentation. Attempts are forced and do not seem natural. | The speaker does not engage the audience. |
| Knowledge of Subject | The speaker demonstrates thorough knowledge of subject matter and is an expert who can answer questions with certainty and cite or direct the audience to a specific source. | The speaker demonstrates adequate knowledge, answers the majority of questions, and directs the audience to a source. | The speaker demonstrates some knowledge and is able to answer some questions. | The speaker demonstrates little or no knowledge. |
| Practiced | The presentation is well practiced with occasional looks to cue cards or notes but without losing contact with the audience. | The presentation is practiced for the most part with some extended looks at cue cards or notes. | The presentation does not appear to have been practiced, and lines are mostly read from cue cards or notes. | The presentation is unprepared with no attempt to deliver a quality presentation. |
| Poise | The speaker handles unexpected problems with humor, grace, and persistence, without losing focus. | The speaker handles unexpected problems and moves on. | The speaker is flustered by unexpected problems and has difficulty getting back on track. | The speaker is overcome by unexpected problems. |