Oral Presentation Grading Sheet
Class: _______________________
Date _______________________        Allocated Time____________
Project _____________________        Actual Time_______________
Speaker_____________________  

A. ORAL REPORT
   ORGANIZATION of PRESENTATION
      Introduction, outline, background, generating interest
Check one of the boxes below
Perfect □     Outstanding □     Very Good □    Good□    Acceptable□    Marginal□   Poor□   Very Poor □

Problem Definition – Design Parameters
Check one of the boxes below
Perfect □     Outstanding □     Very Good □    Good□    Acceptable□    Marginal□   Poor□   Very Poor □

Continuity, sequencing of material
Check one of the boxes below
Perfect □     Outstanding □     Very Good □    Good□    Acceptable□    Marginal□   Poor□   Very Poor □

Conclusion: solid and well-founded
Check one of the boxes below
Perfect □     Outstanding □     Very Good □    Good□    Acceptable□    Marginal□   Poor□   Very Poor □

DELIVERY
   Conversational style, volume, pronunciation, enunciation, timing
Check one of the boxes below
Perfect □     Outstanding □     Very Good □    Good□    Acceptable□    Marginal□   Poor□   Very Poor □

Body language, Professionally dressed, Mannerisms
Check one of the boxes below
Perfect □     Outstanding □     Very Good □    Good□    Acceptable□    Marginal□   Poor□   Very Poor □

Visual aids: Style, legibility, and effectiveness
Check one of the boxes below
Perfect □     Outstanding □     Very Good □    Good□    Acceptable□    Marginal□   Poor□   Very Poor □

QUESTIONS
   Handled accurately and effectively
Check one of the boxes below
Perfect □     Outstanding □     Very Good □    Good□    Acceptable□    Marginal□   Poor□   Very Poor □

TECHNICAL CONTENT
   Depth of technical content
Check one of the boxes below
Perfect □     Outstanding □     Very Good □    Good□    Acceptable□    Marginal□   Poor□   Very Poor □

Accurately reflects work performed
Check one of the boxes below
Perfect □     Outstanding □     Very Good □    Good□    Acceptable□    Marginal□   Poor□   Very Poor □

COMMENTS
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Graded by __________________________