

Student Name _____

Evaluator's Name _____

Assignment _____

Date _____

Type of Assessment (Circle One):

Instructor

Peer

Self

Grading Grid for Oral Presentations

CATEGORY	N/C	POOR	FAIR/AVERAGE	GOOD	EXCELLENT	POINTS	COMMENTS
Overall Content and Organization	Student appears unprepared; content is severely lacking; no attempt is made. 0-29	Content is generally not relevant to topic; very little substance; little organization. 30-34	Overall content is minimal in regards to topic; little substance; weak organization. 35-39	Content generally relevant to topic; adequate substance and organization; lack of some minor details. 40-44	Totally relevant to topic, highly substantive; knowledgeable and well organized. 45-50		
Overall Appearance, Body Language and Presentation	Dressed inappropriately; presentation is very poor; no attempt made. 0-14	Dressed inappropriately; does not engage audience; no eye contact; presentation may appear unrehearsed. 15-17	Dress is minimal in regards to standards; weak presentation skills. 18-19	Appropriately dressed; adequate eye contact; presentation is adequate. 20-22	Appropriately dressed; engages audience; expressive; eye contact; confident demeanor; presentation flows naturally. 23-25		
Speech Mechanics and Style	No attempt is made. 0-14	Frequent problems in grammar and communication that make comprehension difficult. 15-17	Problems with communicating or grammar that distract listener; word choice limited. 18-19	Adequate use of grammar and language; minor mistakes but with no interference to comprehension. 20-22	Correct use of grammar; colorful language. 23-25		
TOTAL							

Note: In the **comments** section, please indicate any necessary factors to support your grading decision. This form may be used by an instructor or by a peer in evaluating a particular student. In addition, a student may use this form for self evaluation after an oral assignment.

Please give any suggestions for improvement:

Give any particular strengths of this speaker: