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| --- | --- | --- | --- | --- | --- | --- |
| **Group No:** | | **Day:  Week:**  **Time:** | | | | |
| **Topic** | | | | | | |
| Marking Scheme for group presentations mark for detail, then award overall mark for each section | 1=poor 5=best | | | | | |
| 1 | | 2 | 3 | 4 | 5 |
| 1) Content | | | | | | |
| Introduction and Structure:  identifies objectives, purpose, gains audience’s attention logical, clear, comprehensive |  | |  |  |  |  |
| Key points and Body: displays a good grasp of the subject an accurate account; addresses core issues is appropriate for audience, clear, explicit, specific, well argued |  | |  |  |  |  |
| Well Researched and References authoritative sources used, clearly referenced |  | |  |  |  |  |
| Close: provides conclusion, integration and control |  | |  |  |  |  |
| 1) Content Mark Overall - comments | 1) Content Mark /5  **mode** average | | | | | |
| 2) Media | | | | | | |
| Visual aids (1): appropriate, well executed, pictures, tables and diagrams (if used) are used intelligently |  | |  |  |  |  |
| Visual aids (2): argument/understanding enhanced by pertinent visual aids |  | |  |  |  |  |
| Media control: planned, well managed, slick, non intrusive |  | |  |  |  |  |
| 2) Media Mark Overall - comments | 2) Media Mark /5  **mode** average | | | | | |
| 3) Process/Professionalism: | | | | | | |
| Clear speech: audible, nervousness controlled |  | |  |  |  |  |
| Personal energy: has enthusiasm, show confidence/control; avoids reading from notes; addresses whole audience, projects personality, |  | |  |  |  |  |
| Audience engaged: attention captured and sustained |  | |  |  |  |  |
| Questions: handled effectively and informatively |  | |  |  |  |  |
| Timekeeping: Finished in allocated time |  | |  |  |  |  |
| 3) Process Mark Overall - comments | 3) Process Mark /5  mode average | | | | | |
| 4) Overview - Effectiveness and Reflections: | | | | | | |
| Your overview of effectiveness: Objectives have been met Message was communicated and understood. The experience was a pleasurable one! | | 4) Overview Mark /5 | | | | |
| 4) Overall Reflection and comments | | | | | | |
| Add the marks for each section together to mark out of 20 /20 | | | | | | |
|  | | | | | | |
| **You may find it helpful to use this sheet as a checklist when preparing your presentation.** | | | | | | |