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|  **Group No:** | **Day:Week:****Time:** |
| **Topic**  |
| Marking Scheme for group presentationsmark 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/5mode average |
| 4) Overview - Effectiveness and Reflections: |
| Your overview of effectiveness: Objectives have been metMessage 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.** |