

Evaluation: Team Presentations

| | Exemplary | Accomplished | Developing | Beginning |
|------------------|-----------|--------------|------------|-----------|
| Content | | | | |
| Organization | | | | |
| Style & Delivery | | | | |
| Visuals | | | | |

Content—The team gave a focused presentation, accommodating the audience’s level of knowledge of, experience with, and attitudes toward the topic.

- Did they include more information than you needed to know? If so, where?
- Where did the speakers not include enough need-to-know information?
- What kinds of other examples, figures, facts would you like to have?
- Did the team focus your attention on what they wanted you to know, to believe, or to do following the presentation?

Organization—The team structured the presentation for the audience.

- In the introduction, were the speakers clear about the subject, purpose and main point of the presentation?
- In the introduction, did the speaker grab your attention effectively?
- In the body, was the presentation divided into obvious topics? Were the transitions among these topics obvious to you? Did the organizational sequence make sense to you?
- In the conclusion, did the speaker restate the main point?

Style & Delivery—The speakers demonstrate command over the material and its presentation.

- Did the team speak clearly and loudly enough for the audience?
- Did the team demonstrate enthusiasm in their presentation?
- Did the speakers have any verbal tics?
- Did the speakers look around the room and make eye contact?
- Were the speakers relaxed and positive? Did the presentation seem well rehearsed?

Visual—The team made deliberate choices about the presentation's format and design.

- Did the visuals effectively highlight/show the speaker's main points?
- Did the speakers use visuals effectively or did they seem to be a distraction?
- Did the speaker use notes effectively? Was the speaker distracted by his or her notes?
- Were the slides free from error?

Concluding remarks— An overall assessment of what you learned.

- What did you learn from the presentation?
- What was effective about this presentation?
- What suggestions can you offer to make this and future presentations stronger?

Grading Criteria. All major assignments will be evaluated using the following criteria:

A Exemplary. Shows excellent analysis of the assignment and provides an imaginative and original response. Successfully adapts to the audience, context, and purpose of the assignment. Contains no mechanical errors and requires no revisions. The assignment is ready to be presented to the intended audience.

B Accomplished. Shows judgment and tact in the presentation of material and responds appropriately to the requirements of the assignment. Has an interesting, precise, and clear style. Contains minor mechanical errors and requires revision before the assignment could be sent to the intended audience.

Note: The differences between an A and a B have to do with a combination of originality, excellence, thoroughness, and attention to detail in execution. Although A grades may include comments on sentence level editing, doing this type of editing is not sufficient to raise a B to an A.

C Developing. Meets all the basic criteria of the assignment, and provides a satisfactory response to the rhetorical situation. There is nothing remarkably good or bad about the work, and equivalent work could be sent out in the professional world following revisions to the organization, style, or delivery of the assignment.

D Beginning. Responds to the assignment, but contains significant defects in one of the major areas (context, substance, organization, style, or delivery). The assignment could not be presented to the intended audience without significant revision.

F Unacceptable. Provides an inadequate response to the assignment or shows a misunderstanding of the rhetorical situation. Contains glaring defects in one or more of the major areas (context, substance, organization, style, or delivery). The assignment could not be presented to the intended audience.

Team _____

Grade _____