

# CS 3651 Presentation Grading Sheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Grade	Component	4-Excellent	3-Good	2-Fair	1-Poor
	<b>Nonverbal skills</b>	Direct eye contact, fluid gestures and relaxed and self-confident. (Seldom looks at notes)	Eye contact, more frequently looks at notes, minor tension evident.	Little eye contact, reading mostly from notes, displays tension.	No eye contact, no movement, trouble recovering from mistakes & obviously nervous.
	<b>Verbal Skills</b>	Demonstrates positive feelings about topic, clear voice with correct pronunciation.	Mostly positive feelings about topic, voice is clear & understandable.	Shows some negativity towards topic. Voice is low or interrupted by “uh”, “ah”, etc.	No interest in topic, mumbles, audience is unable to hear.
	<b>Organization</b>	Logical and interesting sequence of presentation.	Logical sequence of presentation.	Audience has difficulty following due to jumps.	Audience unable to understand due to poor organization.
	<b>Visual Aids</b>	Readable, clear, professional looking, increase understanding.	Mostly clear, readable and professional.	Significant problems with readability, clarity, or professionalism.	Unreadable, unclear, unprofessional.
	<b>Correctness &amp; Completeness</b>	Topic is fully covered, facts are correct, audience gains proficiency in the topic.	Topic is well covered with correct facts, audience learns the major points.	Factual errors or omissions. Audience gains a feeling for the topic.	Significant factual errors or omissions. Audience learns little.

Final Grade Weighting:  $10 + 7.5 * (\text{Visual Aides}) + 7.5 * (\text{Correctness \& Completeness}) + 2.5 * (\text{Nonverbal Skills}) + 2.5 * (\text{Verbal Skills}) + 2.5 * (\text{Organization})$

(Round up to nearest integer)

Final Grade: \_\_\_\_\_ / 100