

For each section, please circle the statement which you think applies and write the numerical score in the space at the right of the sheet

A. CONTENT AND ORGANISATION

- | | | | | | | | | | | | | | | | | | | | | | | | | |
|----|--|---|---|---|---|---|---|---|---|---|--|----|-------|---|-------|---|---|---|---|---|---|-------|-------|---|
| 1. | <u>Awareness of audience knowledge and interests</u> | | | | | | | | | | <u>No statement of the purpose of the talk or how it is related to your interests.</u> | | | | | | | | | | | | | |
| | Clear statement of the purpose of the talk and how it related to your interests. | | | | | | | | | | Weak introduction. | | | | | | | | | | | | | |
| | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 | 2 | 1 | 0 | Score | 7 | | | | | | | | |
| 2. | <u>Pacing of material</u> | | | | | | | | | | <u>Ideas and facts too densely packed. Confusing.</u> | | | | | | | | | | | | | |
| | Ideas and facts too thinly spread. Boring. | | | | | | | | | | Ideas and facts well paced: easy to follow. | | | | | | | | | | | | | |
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 | Score | 7 | |
| 3. | <u>Amount of material</u> | | | | | | | | | | <u>Too much (over-ran time).</u> | | | | | | | | | | | | | |
| | Too little (under-ran time). | | | | | | | | | | Satisfactory. | | | | | | | | | | | | | |
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 | Score | 5 | |
| 4. | <u>Clarity and organisation</u> | | | | | | | | | | <u>Material badly organised.</u> | | | | | | | | | | | | | |
| | Material logically organised and coherent. | | | | | | | | | | Material weakly organised. | | | | | | | | | | | | | |
| | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 | Score | 7 |
| 5. | <u>Theme/Dramatic shape</u> | | | | | | | | | | <u>Speaker did not explain how talk was organised. Shapeless talk.</u> | | | | | | | | | | | | | |
| | Speaker explained how time was organised and/or gave it some dramatic shape and theme. | | | | | | | | | | Speaker did not explain how talk was organised. Shapeless talk. | | | | | | | | | | | | | |
| | 5 | 4 | 3 | 2 | 1 | 0 | 5 | 4 | 3 | 2 | 1 | 0 | Score | 3 | | | | | | | | | | |
| 6. | <u>Emphasis</u> | | | | | | | | | | <u>Speaker did not emphasise important points.</u> | | | | | | | | | | | | | |
| | Speaker emphasised important points as he went along. | | | | | | | | | | Inadequate emphasis. | | | | | | | | | | | | | |
| | 5 | 4 | 3 | 2 | 1 | 0 | 5 | 4 | 3 | 2 | 1 | 0 | Score | 3 | | | | | | | | | | |
| 7. | <u>Summary</u> | | | | | | | | | | <u>No summary of main points.</u> | | | | | | | | | | | | | |
| | Excellent summary of main points. | | | | | | | | | | Inadequate summary. | | | | | | | | | | | | | |
| | 5 | 4 | 3 | 2 | 1 | 0 | 5 | 4 | 3 | 2 | 1 | 0 | Score | 4 | | | | | | | | | | |

Maximum possible marks on Content and Organisation: 50 TOTAL SCORE 36

B. THE SPEAKER

- | | | | | |
|-----|--|--------------------|------------|-------|
| 8. | <u>Audibility</u>
Clear. | Difficult to hear. | Inaudible. | Score |
| | 5 | 3 | 1 | |
| | (4) | 2 | 0 | 4 |
| 9. | <u>Quality</u>
Lively/Variied tone. | Satisfactory. | Dull. | Score |
| | 5 | 3 | 1 | |
| | 4 | 2 | 0 | 5 |
| 10. | <u>Speed</u>
Too fast. | About right. | Too slow. | Score |
| | 0 | 2 | 1 | |
| | 1 | 1 | 0 | 2 |
| 11. | <u>General manner</u>
Agreeable. | Satisfactory. | Poor. | Score |
| | 5 | 3 | 1 | |
| | 4 | 2 | 0 | 5 |

12. Posture
Awkward and tense. 0 1 2 3 4 5 6 7 8 9 10
Relaxed. 1 2 3 4 5 6 7 8 9 10
Sloppy. 1 2 3 4 5 6 7 8 9 10
Score 3
13. Movement
Too Static. 0 1 2 3 4 5 6 7 8 9 10
OK. 1 2 3 4 5 6 7 8 9 10
Too much. 1 2 3 4 5 6 7 8 9 10
Score 1
14. Gestures
Effective/natural. 3 4 5 6 7 8 9 10
Satisfactory. 1 2 3 4 5 6 7 8 9 10
Awkward. 0 1 2 3 4 5 6 7 8 9 10
Score 1
15. Eye contact
Insufficient. 0 1 2 3 4 5 6 7 8 9 10
Satisfactory. 1 2 3 4 5 6 7 8 9 10
Too much. 3 2 1 0 1 2 3 4 5 6 7 8 9 10
Score 1

Write minus scores if speaker:

- Read talk from script (minus 5) - 4
Was too note-bound (minus 4) - 3
Lost track in notes (minus 3) - 2

Maximum possible marks on Speaker: 30 TOTAL SCORE: 13

C. USE OF VISUAL AIDS

16. Positive use of visual aids (blackboard, slides, film, exhibits, demonstrations, etc.)
Add marks – up to 4 per item, maximum + 20:

- (a) Helped to emphasise important points. + 2
(b) Helped to pace material. + 2
(c) Legible/Clearly visible.
(d) Right amount of detail.
(e) Added interest to talk. + 3
(f) Adequate time allowed for us to see. + 4
(g) Other. (Specify)

SCORE: + 11

17. Damaging use (or lack) of visual aids
Subtract marks – up to 4 per item, maximum – 20:

- (a) Distracted attention from the talk.
(b) Slowed the talk down too much.
(c) Illegible/hard to see. Text too small - 4
(d) Too much detail. Too much text - 3
(e) Added nothing to the talk/Boring.
(f) Inadequate time for us to see.
(g) Talk badly needed visual aids. (Specify which sort)

SCORE: - 7

Maximum possible marks on Visual Aids: 20 TOTAL SCORE: +4

Speaker and Visual Aids Score weighted to 30%:

$$\frac{17}{50} = 10/30$$

COMMENTS:

GRAND TOTAL SCORE (Maximum 100) _____