

A. CONTENT AND ORGANISATION

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

Maximum possible marks on Content and Organisation: 50 TOTAL SCORE 30

B. THE SPEAKER

8. Audibility
Clear. 4 3 Difficult to hear. 2 1 Inaudible. 0 Score 5
9. Quality
Lively/Varied tone. 4 3 Satisfactory. 2 1 Dull. 0 Score 5
10. Speed
Too fast. 0 1 About right. 2 1 Too slow. 0 Score 2
11. General manner
Agreeable. 4 3 Satisfactory. 2 1 Poor. 0 Score 5

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

Write minus scores if speaker:

Read talk from script (minus 5)

Was too note-bound (minus 4) -2

Lost track in notes (minus 3)

Maximum possible marks on Speaker: 30 TOTAL SCORE: 27

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. | <u>+3</u> |
| (b) Helped to pace material. | <u>+3</u> |
| (c) Legible/Clearly visible. | <u>+1</u> |
| (d) Right amount of detail. | <u>+1</u> |
| (e) Added interest to talk. | <u>+3</u> |
| (f) Adequate time allowed for us to see. | <u>+4</u> |
| (g) Other. (Specify) | |

SCORE: + 15

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. | <u>Text too small -3</u> |
| (d) Too much detail. | |
| (e) Added nothing to the talk/Boring. | |
| (f) Inadequate time for us to see. | |
| (g) Talk badly needed visual aids. (Specify which sort) | |

SCORE: - 3

Maximum possible marks on Visual Aids: 20 TOTAL SCORE: +12

Speaker and Visual Aids Score weighted to 30%:

39/50 = 23 1/2/30

COMMENTS:

GRAND TOTAL SCORE (Maximum 100) _____