**3. Presentation - Grading Scheme\***

(Represents 35% of total Co-op grade)

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| --- | --- |
| **Student Name:** |  |
| **Course:** |  |
| **Date:** |  |
| **Evaluator Name:** |  |

|  |  |  |
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| Criteria | Points | |
| Actual | Max |
| **Preparation** - Evidence of preparation for the  presentation (e.g. a handout, .ppt or notes). |  | Out of 5 |
| **Impact of visual aids** - Visual aids (e.g. slides) were  effective, organized and helpful. |  | Out of 10 |
| **Organized** - The presentation had a clear  introduction, content and conclusion. |  | Out of 20 |
| **Expertise** - Demonstrated an understanding of the  material and providing convincing answers to question raised by testing committee |  | Out of 30 |
| **Vibrancy** - Engaged the audience; kept others  interested. |  | Out of 5 |
| **Verbal articulation** - Ideas were clearly expressed. |  | Out of 10 |
| **Proper grammar and language use** - Full  sentences, slang-free. |  | Out of 5 |
| **Attire** - Presenters were appropriately dressed. |  | Out of 5 |
| **Demonstrated time management skills** - by delivering  a clear, concise presentation in 15 min. or less. |  | Out of 10 |
| TOTAL |  | 100% |

\*By Dr. Sarah Elaine Eaton