

NAME					
MATRIC NUMBER					
PROGRAMME					
CRITERIA	4	3	2	1	Marks
Organization	Student presents information in logical, interesting sequence which audience can follow.	Student presents information in logical sequence which audience can follow.	Audience has difficulty following presentation because student jumps around.	Audience cannot understand presentation because there is no sequence of information.	[/4]
Subject Knowledge	Student demonstrates full knowledge (more than required) by answering all class questions with explanations and elaboration.	Student is at ease and answers most questions with explanations and some elaboration.	Student is uncomfortable with information and can answer only rudimentary questions, but fails to elaborate	Student does not have grasp of information; student cannot answer questions about subject.	[/4]
Visual Aids	Student's visual aids explain and reinforce the presentation.	Student's visual aids relate to the presentation.	Student occasionally uses visual aids that rarely support the presentation	Student uses superfluous visual aids or no visual aids.	[/4]
Mechanics	Presentation has no spelling error or grammatical errors.	Presentation has no more than two spelling errors and/or grammatical errors.	Presentation has three spelling errors and/or grammatical errors.	Student's presentation has four or more spelling errors and/or grammatical errors.	[/4]
Eye Contact	Student maintains eye contact with audience, seldom returning to notes.	Student maintains eye contact most of the time but frequently returns to notes.	Student occasionally uses eye contact, but still reads mostly from notes.	Student makes no eye contact and only reads from notes.	[/4]
Verbal Techniques	Student uses a clear voice and correct, precise pronunciation of terms so that all audience members can hear presentation.	Student's voice is clear. Student pronounces most words correctly. Most audience members can hear presentation.	Student's voice is low. Students incorrectly pronounce terms. Audience members have difficulty hearing presentation.	Student mumbles, incorrectly pronounces terms, and speaks too slow for audience at the back of class to hear.	[/4]
Time Management	Student can present within time given accurately	Student can present within time given moderately	Student can present with additional time given	Student is not able to present within time given satisfactorily	[/4]
Total Marks					[/28]

LECTURER'S NAME :

POSITION :

DATE OF ASSESSMENT :

STAMP :