

# Communicating in the Workplace

## Student Presentation Marking Guide

Evaluation	Good	Better	Best	Comments
<b>Introduction: Grabber (Hook)</b>	No grabber	Used a grabber, but it didn't fully engage audience	Grabber engaged audience and created rapport	
<b>Introduction: Establish Credibility</b>	Did not introduce yourself	Introduced yourself but not clearly; didn't establish credibility	Introduced yourself clearly; provided background to establish credibility	
<b>Introduction: Preview of Theme &amp; Overview</b>	No overview / theme	some overview / theme but not specific	Clear overview of all the key points to be covered, unified by theme	
<b>Main Body: Content</b>	Content not well-developed and/or didn't support theme	Content supported theme, but lacked specific examples	Content well-developed; supported theme, and included examples	
<b>Main Body: Organization</b>	No structure or organization; too many or too few main points	Content reasonably organized, but lacked transitions	Content well organized, with good transitions, and suitable number of main points.	
<b>Conclusion: Summary</b>	No summary of key points	Some summing up of key points, but lacking specifics	Clear, concise summary of all key points	
<b>Conclusion: Questions</b>	Didn't take questions	Took questions but gave vague answers or didn't answer what was asked	Answered questions concisely and accurately; promised follow-up if didn't know answer	
<b>Conclusion: Closing</b>	No call to action or attempt to leave a lasting impression	Made a call to action, but final impression could have been stronger	Good call to action, with a memorable final impression	

<b>Engagement</b>	Little engagement or eye contact	Occasional rapport with audience but not consistent	Good engagement and eye contact with whole audience	
<b>Gestures and Movement</b>	Unnatural posture and lacking gestures	Comfortable posture, but too little or too much movement	Natural posture, with good gestures and fluid movement	
<b>Pace</b>	Pace was too fast or too slow	Steady pace but sometimes too fast or too slow	Good pace with effective variation	
<b>Volume</b>	Too quiet or too loud volume affected audience comprehension	Good volume usually, but occasionally too quiet or too loud	Good volume with effective variation	
<b>Enunciation &amp; Pronunciation</b>	Seriously affected audience comprehension	Mostly clear but affected audience comprehension at some points	Mostly clear; audience comprehension not affected	
<b>Grammar</b>	Seriously affected audience comprehension	Mostly correct but affected audience comprehension	Few grammatical errors; no impact on comprehension	
<b>Confidence &amp; Professionalism</b>	Lacked confidence	Seemed unsure of material; used fillers and slang	Confident; looked and sounded professional	
<b>Timing</b>	Less than 8 min; Over 12 min.	Less than 9 min; Over 11 min	Within a minute of 10-minute mark	
<b>Visual Aids</b>	Inconsistent, ungrammatical, or inappropriate for topic	Too much text on slides or poor use of images	Consistent and visually appealing	

Name: \_\_\_\_\_ Marks: \_\_\_\_\_ / 51