

FE2 –Job Presentation Grading Check-list (15 points)

Students in Group: _____

Job Title: _____

Time of presentation: _____

Student Names

Range - 4 points				
Teamwork and Time management (generally equal roles and speaking time for each member)	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Time between 6-8 minutes (X 30 seconds over or under = -.5, more than 30 seconds = -1)	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Did they use appropriate language to describe and explain the job? (details/vocabulary)	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Clear and appropriate Introduction	0.5 0	0.5 0	0.5 0	0.5 0
Clear and appropriate Conclusion	0.5 0	0.5 0	0.5 0	0.5 0
Ease - 3 points				
Presentation is well prepared, organised and easy for the audience to follow (X reading or relying on notes or script? too many pauses between transitions on presentation? Confusing?)	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Did they speak at the right speed? (X too fast/slow)	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Did their speaking flow well? (X incorrect pauses/hesitations)	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Attitude - 2 points				
Did they entertain and engage the audience?	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Did they show enthusiasm and have a positive attitude?	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Delivery – 2 points				
Did they speak clearly? (clarity, pronunciation)	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Did they speak loudly? (volume)	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Interaction - 4 points				
Hand gestures, body movement and posture	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Eye contact and facial expressions	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Computer Use (Effectiveness): Did the use of the computer help people to understand the job? Was the information interesting and appealing to the class?	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Computer Use (Clarity): Was the information simple, clear and easy to read/see? Was the job explained well?	1 0.5 0	1 0.5 0	1 0.5 0	1 0.5 0
Total	/15	/15	/15	/15