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

Students in Group:	 	
ob Title:		
Time of presentation:	 	

Student Names

Range - 4 points	1 0.5 0 1 0.5 0 1 0.5 0 0.5 0
Capacital color and speaking time for each member 0.5	0.5 0 1 0.5 0 1 0.5 0 0.5 0 0.5 0
(generally equal roles and speaking time for each member) Time between 6-8 minutes (x 30 seconds over or under = -5, more than 30 seconds = -1) Did they use appropriate language to describe and explain the job? I 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0 1 0.5 0 1 0.5 0 0.5 0
Time between 6-8 minutes (x 30 seconds over or under =5, more than 30 seconds = -1) 1 1 1 1 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5	1 0.5 0 1 0.5 0 0.5 0 0.5 0
Did they use appropriate language to describe and explain the job? Did they use appropriate language to describe and explain the job? Clear and appropriate Introduction Clear and appropriate Conclusion Clear and appropriate Conclusion Clear and appropriate Conclusion Clear and appropriate Conclusion 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? Did they speak at the right speed? (X too fast/slow) Did their speaking flow well? (X incorrect pauses/hesitations) Did their speaking flow well? (X incorrect pauses/hesitations) Did they entertain and engage the audience? Did they show enthusiasm and have a positive attitude? Did they speak clearly? (clarity, pronunciation) Did they speak clearly? (clarity, pronunciation) Did they speak loudly? (volume) Did they speak loudly? (volume) Did they speak loudly? (volume) Interaction - 4 points Hand gestures, body movement and posture	0.5 0 1 0.5 0 0.5 0
Did they use appropriate language to describe and explain the job?	0 1 0.5 0 0.5 0
Did they use appropriate language to describe and explain the job?	1 0.5 0 0.5 0
Clear and appropriate Introduction	0.5 0 0.5 0
Clear and appropriate Introduction	0 0.5 0 0.5
Clear and appropriate Introduction	0.5 0 0.5
Clear and appropriate Conclusion	0.5
Clear and appropriate Conclusion	0.5
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?	I
Computation 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?	0
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? 1	
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? 1	
(X reading or relying on notes or script? too many pauses between transitions on presentation? 0.5 </td <td>1</td>	1
Did they speak at the right speed? (X too fast/slow)	0.5
Did they speak at the right speed? (x too fast/slow) Did their speaking flow well? (x incorrect pauses/hesitations) Did their speaking flow well? (x incorrect pauses/hesitations) Attitude - 2 points Did they entertain and engage the audience? Did they show enthusiasm and have a positive attitude? Did they show enthusiasm and have a positive attitude? Did they speak clearly? (clarity, pronunciation) Did they speak loudly? (volume) Did they speak loudly? (volume) Interaction - 4 points Hand gestures, body movement and posture 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0
Did their speaking flow well? (x incorrect pauses/hesitations)	
Did their speaking flow well? (x incorrect pauses/hesitations)	1
Did their speaking flow well? (x incorrect pauses/hesitations)	0.5
Did they entertain and engage the audience?	0
Attitude - 2 points Did they entertain and engage the audience? Did they show enthusiasm and have a positive attitude? Did they show enthusiasm and have a positive attitude? Delivery - 2 points Did they speak clearly? (clarity, pronunciation) Did they speak loudly? (volume) Did they speak loudly? (volume) Interaction - 4 points Hand gestures, body movement and posture	1
Attitude - 2 points 1	0.5
Did they entertain and engage the audience? 1 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5	0
Did they show enthusiasm and have a positive attitude?	
Did they show enthusiasm and have a positive attitude?	1
Did they show enthusiasm and have a positive attitude? 1 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5	0.5
Delivery - 2 points	0
Delivery - 2 points	1
Delivery – 2 points 1 1 1 1 1 1 1 1 0.5 0	0.5
Did they speak clearly? (clarity, pronunciation) 1 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5	0
Did they speak clearly? (clarity, prolitication)	
Did they speak loudly? (volume)	1
Did they speak loudly? (volume)	0.5
1	0
1	1
Hand gestures, body movement and posture 1 1 1 1 1 0.5 0.5 0.5 0.5	0.5
Hand gestures, body movement and posture 1 1 1 1 0.5 0.5 0.5	0
0.5 0.5 0.5	
0.5 0.5 0.5	1
	0.5
	0
Eye contact and facial expressions	1
0.5 0.5 0.5	0.5
	0
Computer Use (Effectiveness): Did the use of the computer help people to understand the	1
Computer Ose (Effective fiess). Did the use of the computer help people to understand the	0.5
job? Was the information interesting and appealing to the class? $ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	0
Computer Use (Clarity): Was the information simple, clear and easy to read/see? Was the job 1 1 1	1
Compared OSC (Clarity). Was the information simple, clear and easy to read/see: was the job	I
explained well? 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5	1 0.5
	0.5 0
	0