Grading of Oral Presentations

1. Content:
   - Use an effective, appropriate, attention-getting device (hook)
   - Use string and unambiguous vocabulary that the audience could understand, define unfamiliar terms
   - Be well informed
   - Be able to answer questions from the class

2. Resources:
   - Provide a well designed, organized lesson plan
   - Provide any handouts, worksheets, etc.

3. Organization:
   - Provide a clear statement of the objectives (big picture)
   - Ideas are organized in a meaningful way
   - Presentation is aligned to the topic assigned
   - Necessary background information is included.
   - Utilize a smooth transition procedure so that ideas flow logically from point to point

4. Presentation Aids:
   - Use relevant presentation aids - chalkboard, overheads, etc.
   - Vary presentation aids to accommodate the eclectic nature of learning

5. Delivery:
   - Maintain eye contact
   - Speak to the entire audience, not just one or two people
   - Use clear and easy pronunciation
   - Maintain a consistent rate of speech (not too fast, not too slow)
   - Adjust presentation volume to emphasize ideas (not monotone and not too loud, not too soft)
   - Move around, use meaningful gestures, and maintain relaxed body language
   - Use notes sparingly
   - Don’t use filler words (uhm, uh, eh, mmm, like)
   - Don’t call attention to errors by apologizing
   - Use good posture

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