Business Communication Skills Evaluation

Presentation title:		Student		Marks (100)
CONTENT - This group grade mark refers to the following:		**Marks**		
Structure and organisation of material	How logically and clearly organised is the material?		Excellent (40) Good (30) Acceptable (20)	**0**
Selection of information and ideas	How relevant and interesting is the subject matter for the audience? What value has the presentation added? How appropriate and balanced is the selection of the material? Clarity, appropriateness and force of call to action?			
Knowledge of subject matter	Suggests a good knowledge of the subject matter that is based on sound research			
Quality of visual material	The visual content enhances the spoken message and doesn't act as a distraction (e.g. audience must read not listen) Clarity, readability, correctness and design of slides (Font size, amount of text per slide, colour scheme attractive appropriate) Quality and usefulness of handouts			
Keeping to the time limit	How well is the overall time limit kept to? How evenly is the time spread between speakers?			
DELIVERY - This individual mark refers to the following:		**Marks**		
Use of voice (Variation)	**Pronunciation** - Is English is clear and correct? **Pace** - Too quick or too slow? Varied to maintain interest? **Clarity & fluency** - Clearly understandable? Too much searching for words? **Volume** - Too quiet? Too loud?) **Tone** - Authoritative? Enthusiastic? Persuasive? **Interesting** - Delivery modulated or monotone? Important words stressed? Pauses used? **Filler words** - Too frequent? Distracting? Suggest lack of preparation?		Excellent (30) Good (23) Acceptable (15)	**0**
Body language	**Eye contact** - Eye contact maintained or too frequent reading from screen or prompt cards? **Facial expressions** - Complement verbal delivery or distracting? **Posture** - Open? Confident? Nervous? **Gestures and movement** - Complement and reinforce verbal delivery or distracting?			
Use of visual material	Visual material handled smoothly as an integral part of the presentation			
USE OF LANGUAGE - This individual mark refers to the following:		**Marks**		
Grammatical and lexical correctness	Frequency of errors, the extent to which errors detracts from the impact of the performance.		Excellent (30) Good (23) Acceptable (15)	**0**
Subject-specific vocabulary	Good command and use of the domain (subject specific) language			
General vocabulary	Range and sophistication of general and business language used (lexical and grammatical variety)			
Signposting	Phrases to orientate the audience, handover to other speakers bring presentation segments to a close and signal the end			
Register	Appropriate style of language for the context and occasion			
COMMENTS			**TOTAL**	**0**