

School of Divinity
Mark Sheet for Oral Presentations

CRITERION DESCRIPTION	POOR MIN	GOOD MAX	CRITERION DESCRIPTION	SCORE AWARDED
PREPARATION Disorganised, poor timing	0	20	PREPARATION Well organised; starts and ends on time	
STRUCTURE Unstructured, no clear aims; poor introduction, development of argument and conclusion to topic	0	20	STRUCTURE Well structured: clear overview and well signalled transitions between introduction, development and summary	
TECHNICAL CONTENT Poor standard of knowledge and understanding of basic facts and source material; too much or too little material at wrong level	0	20	TECHNICAL CONTENT Accurate and correct amount of material pitched at appropriate level	
VERBAL DELIVERY Unclear, too quiet, mumbled, monotonous & uninteresting	0	20	VERBAL DELIVERY Clear; audible, varied engaging tone, well explained in content	
NON-VERBAL DELIVERY Lacking confidence and enthusiasm; ignoring audience	0	20	NON VERBAL DELIVERY Energy and enthusiasm; good eye contact; no distracting mannerisms	
VISUAL AIDS Illegible, cluttered; uncoordinated with verbal delivery	0	20	VISUAL AIDS Legible and interesting; enhancing presentation	
RESPONSE TO QUESTIONS Unable to answer; floundering and prepared to waffle.	0	20	RESPONSE TO QUESTIONS Understands question - rephrases; gives answer to satisfy questioner; no waffle; honesty	
<i>Interim Totals</i>	0	140/7	<i>TOTAL</i>	
<i>Initials of Marker</i>				

Mark Sheet for Oral Presentations contd

Specific Qualitative comments:

Quality of preparation and time-keeping
Points for commendation and areas for improvement

Quality of academic content (structure and technical content)
Points for commendation and areas for improvement

Quality of delivery (verbal, non-verbal, visual aids (if used))
Points for commendation and areas for improvement

Quality of response to questions
Points for commendation and areas for improvement