## Communication Assessment Sheet: Formal Oral Communication

**Presentation #______________________**

**Scorer_______________________**

### Subgoal 2: Oral Communication

#### 3. Exceeded expectations
- Clearly communicated purpose and goals of the presentation
- Demonstrated solid, well-rounded subject knowledge
- Raised interesting questions and issues
- Presented interesting findings and conclusions

#### 2. Met Expectations
- Adequately communicated purpose and goals of the presentation
- Demonstrated reasonable level of subject knowledge
- Raised reasonable questions and issues
- Presented reasonable findings and conclusions

#### 1. Failed to Meet Expectations
- Failed to clearly communicate purpose and goals of the presentation
- Failed to demonstrate adequate subject knowledge
- Failed to raise interesting questions and issues
- Failed to present interesting findings and conclusions

|-------------------------------|-------------------------|--------------------|-------------------------------|--------|
| Content                       | • Clearly communicated purpose and goals of the presentation  
• Demonstrated solid, well-rounded subject knowledge  
• Raised interesting questions and issues  
• Presented interesting findings and conclusions | • Adequately communicated purpose and goals of the presentation  
• Demonstrated reasonable level of subject knowledge  
• Raised reasonable questions and issues  
• Presented reasonable findings and conclusions | • Failed to clearly communicate purpose and goals of the presentation  
• Failed to demonstrate adequate subject knowledge  
• Failed to raise interesting questions and issues  
• Failed to present interesting findings and conclusions |        |
| Organization                  | Exceptionally well organized | Generally well organized | Not well organized |        |
| Delivery                      | Speech was very clear and easy to understand  
• Exhibited enthusiasm towards the material and audience  
• Spoke freely while referring to notes or slides when appropriate  
• Demonstrated impressive command of business language | Speech was mostly clear and easy to understand  
• Appeared engaged but not outwardly enthusiastic towards the material and audience  
• Made efforts to speak freely but relied occasionally on notes or slides  
• Demonstrated adequate command of business language | Speech was difficult to follow  
• Presenter seemed disengaged from subject matter  
• Read verbatim from notes or slides and spoke too mechanically  
• Used inappropriate language for audience and subject matter |        |
| Awareness of Audience         | Stimulated and maintained interest in the audience  
• Effectively interacted with the audience  
• Consistent eye contact with the audience throughout presentation  
• Generated interesting questions from the audience and responded confidently, authoritatively, and politely | Maintained general interest with the audience  
• Made efforts to interact with the audience  
• Maintained eye contact with the audience, though inconsistent and uneven  
• Answered questions adequately and appropriately | Failed to maintain interest with the audience  
• Failed to interact with the audience  
• Little or no eye contact with the audience  
• Answered questions inadequately or inappropriately |        |
| Quality of Visual Aids        | Effective use of PowerPoint slides or other supplementary materials  
• Professional design of slides  
• Visual aids were well integrated and coordinated with the presentation  
• Appropriately cites sources used | Adequate use of PowerPoint slides or other supplementary materials  
• Adequate design of slides  
• Visual aids were reasonably well integrated and coordinated with the presentation | Ineffective use of PowerPoint slides or other supplementary materials  
• Unprofessional design of slides  
• Visual aids were not well integrated and coordinated with the presentation |        |
| Time Management               | Accomplished presentation goals within allocated time  
• Successfully adjusted pace in response to audience interests  
• Created time for audience questions and comments | Went slightly over our under the allocated time  
• Adequately paced presentation  
• Left some time for audience questions and comments | Unable to meet the presentation goals within the allocated time  
• Inadequately paced presentation  
• Left little or no time for audience questions and comments |        |

### Total

#### Comments

*Mark N/A if not applicable

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**Measurement:** any core course which requires an oral presentation  
**Revised December 2007**  

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