

Aspects	Points to consider	Grade (1-5)*
Planning	evidence of careful preparation	
Objectives	clarity; appropriacy to audience/subject	
Content	extent; relevance; appropriacy; subject knowledge; research	
Approach	message support and reinforcement; variety; humour	
Organisation	coherence; clarity; appropriacy	
Visual aids	appropriacy; clarity; handling	
Delivery	pace; enthusiasm; rapport/eye contact; audibility; intonation; confidence; body language	
Language	clarity; accuracy; fluency; appropriacy; pronunciation; signalling	
Overall	clarity of message; achievement of objectives; interesting? enjoyable? informative? motivating?	
Other		

*Grade scale: 1 = unacceptable 2 = poor 3 = average 4 = good 5 = excellent
(i.e. could not do better in the time available)