| **Oral Proficiency** | | |
| --- | --- | --- |
| **Criteria** | **Ratings** | **Pts** |
| **Structure**  Clear and logical organization. Good introduction and conclusion. Good coherence and cohesion. Smooth transition from one idea to next. Adequate use of transitional words/phrases. | |  |  |  | | --- | --- | --- | | **5.0 pts**  **Excellent (VG)** | **3.0 pts**  **Good (G)** | **0.0 pts**  **Not satisfactory (U)** | | \_\_pts |
| **Fluency**  Suitable speed, stays on point without digressions, can speak comprehensibly without long pauses, verbal stumbling or restarts. Uses varied and appropriate vocabulary with confidence. | |  |  |  | | --- | --- | --- | | **5.0 pts**  **Excellent (VG)** | **3.0 pts**  **Good (G)** | **0.0 pts**  **Not satisfactory (U)** | | \_\_pts |
| **Accuracy**  Can maintain fluency without any disruptive pronunciation or grammar errors. | |  |  |  | | --- | --- | --- | | **5.0 pts**  **Excellent (VG)** | **3.0 pts**  **Good (G)** | **0.0 pts**  **Not satisfactory (U)** | | \_\_pts |
| **Delivery/Quality of Interaction**  Maintains eye contact, clear voice, suitable volume. Body language supports presentation. Appropriately relaxed/comfortable/confident. | |  |  |  | | --- | --- | --- | | **5.0 pts**  **Excellent (VG)** | **3.0 pts**  **Good (G)** | **0.0 pts**  **Not satisfactory (U)** | | \_\_pts |
| **Preparation**  Clearly prepared, well-planned. Comes across and rehearsed and adept. | |  |  |  | | --- | --- | --- | | **5.0 pts**  **Excellent (VG)** | **3.0 pts**  **Good (G)** | **0.0 pts**  **Not satisfactory** | | \_\_pts |
| Total Points: \_\_\_\_pts | | |

Below is the criteria used to assess your oral presentation skills:

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Expert | Proficient | Novice |
| Eye Contact | Student maintains consistent eye contact with audience □ | Student mostly maintains eye contact with audience □ | Student mostly fails to maintain eye contact with audience □ |
| Posture | Student’s posture demonstrates confidence and engagement □ | Student’s posture somewhat demonstrates confidence and engagement □ | Student’s posture may distract from the presentation and suggests lack of confidence and/or engagement □ |
| Clarity | Entire presentation is clear; language used is appropriate for audience □ | Presentation is mostly clear; language is mostly appropriate for audience □ | Presentation is largely unclear; language is mostly inappropriate for audience □ |
| Fluency | Volume, rate, and inflection demonstrate engagement and confidence □ | Presenter may speak too quickly or slowly at times; speaker may speak too softly or loudly at times □ | Presenter is often difficult to hear or speaks too quickly or slowly for effective delivery □ |
| Organization of Content | Main idea is identified quickly; clear transitions are used between topics; organization is strategic and effective □ | Main idea is identified; some transitions are used between topics; organization is effective □ | Main idea may be unclear or difficult to discern from subtopics; order of subtopics is ineffective □ |
| Authority | Speaker demonstrates thorough knowledge of topic □ | Speaker demonstrates knowledge of topic but may depend too much on notecards at times □ | Speaker does not demonstrate authoritative knowledge on the topic; speaker may read from the slides/web pages □ |
| Use of Multimedia | Multimedia images are directly relevant to the overall content, and provide support for the presentation □ | Multimedia is related to the topic, mostly enhances the presentation, mostly provides support □ | Multimedia seems unrelated to the topic and/or does not enhance the presentation □ |