

## Checkpoint #5: Presentation

<b>Grad. Comps.: EC</b>	<b>Meets Expectations (Pass)</b>	<b>Approaches Expectations (Provisional Pass; Follow-up Required)</b>	<b>Does Not Meet Expectations (Does Not Pass; Re-do Required)</b>
<b>Physical Presence</b>	<ul style="list-style-type: none"> <li>Keeps eye contact with audience most of the time; only glances at notes or slides</li> <li>Uses natural gestures and movements</li> <li>Wears clothing appropriate for the occasion</li> </ul>	<ul style="list-style-type: none"> <li>Makes infrequent eye contact; reads notes or slides most of the time</li> <li>Uses a few gestures or movements</li> <li>Shows some poise and confidence, (only a little fidgeting or nervous movement)</li> <li>Makes some attempt to wear clothing appropriate for the occasion</li> </ul>	<ul style="list-style-type: none"> <li>Does not look at audience; only reads notes or slides</li> <li>Wears clothing inappropriate for the occasion</li> </ul>
<b>Pacing, Volume, Tone</b>	<ul style="list-style-type: none"> <li>Speaks clearly; not too quickly or slowly</li> <li>Speaks loudly enough for everyone to hear;</li> <li>Changes tone and pace to maintain interest</li> <li>Rarely uses filler words</li> <li>Speaks at appropriate volume and pace</li> </ul>	<ul style="list-style-type: none"> <li>Speaks clearly most of the time</li> <li>Speaks loudly enough for the audience to hear most of the time, but may speak in a monotone</li> <li>Occasionally uses filler words</li> <li>Mumbles or speaks too quickly or slowly</li> </ul>	<ul style="list-style-type: none"> <li>Speaks too softly or quickly to be understood</li> </ul>
<b>Content</b>	<ul style="list-style-type: none"> <li>Answers EQ</li> <li>Shows research</li> <li>Mentions role of outside expert</li> <li>Discusses applied piece</li> </ul>	<ul style="list-style-type: none"> <li>Minimally answers EQ</li> <li>Shows minimal evidence of research</li> <li>Minimally discusses applied piece</li> </ul>	<ul style="list-style-type: none"> <li>Does not answer EQ</li> <li>Does not show research</li> <li>Does not mention outside expert</li> <li>Does not discuss applied piece</li> </ul>
<b>Organization</b>	<ul style="list-style-type: none"> <li>Follows a logical format.</li> <li>Logical transitions connect ideas.</li> <li>Uses time well; devotes enough time to each key point and section. The end of the presentation is not rushed.</li> <li>Presentation is between 20 and 25 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Presentation is disorganized</li> <li>Transitions are used inconsistently or ineffectively</li> <li>Presentation is less than 20 but more than 18 minutes</li> <li>Parts may be rushed or slightly too long.</li> </ul>	<ul style="list-style-type: none"> <li>Presentation does not follow a logical organization, making the presentation nearly impossible to follow</li> <li>Presentation is less than 18 minutes or needs to be cut off at 25 minutes.</li> </ul>
<b>Audience Rapport</b>	<ul style="list-style-type: none"> <li>Addresses audience questions confidently, clearly and completely.</li> </ul>	<ul style="list-style-type: none"> <li>Addresses audience questions, but not always confidently, clearly, or completely.</li> </ul>	<ul style="list-style-type: none"> <li>Does not address audience questions (goes off topic or misunderstands without seeking clarification)</li> <li>Responds inappropriately.</li> </ul>
<b>Supporting Materials</b>	<ul style="list-style-type: none"> <li>Text and graphics are clear and understandable.</li> <li>Audio/Visual or other materials support the main points of the talk.</li> <li>Technical difficulties are managed efficiently and calmly.</li> <li>Audio or video clip is less than three minutes long.</li> </ul>	<ul style="list-style-type: none"> <li>Uses visual aids or but they may sometimes distract from the presentation.</li> <li>Lack of technical preparation detracts from presentation.</li> <li>Audio or video clip is more than three minutes long.</li> </ul>	<ul style="list-style-type: none"> <li>Does not use visual aids</li> <li>Attempts to use one or a few audio/visual aids or media, but they do not add to or may distract from the presentation.</li> <li>Little or no technical preparation impedes presentation</li> <li>Audio or video clip is significantly more than three minutes long</li> </ul>