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| **CONTENT** |  **Exceeds Expectations Meets Expectations Does Not Meet Expectations** |
| SUBJECT KNOWLEDGE | The presentation and answers to questions show mastery of the subject with full explanations and the correct use of terminology. | The presentation shows mastery of the subject and terminology is used correctly, but the presenter struggles with answering some questions. | The presentation contains some minor errors in information presented or incorrect use of terminology.  | The presentation includes inaccurate statements on multiple occasions. |
| ORGANIZATION AND CLARITY | The information is presented in a logical sequence which is easily followed. Both the methods used and the results presented are always conveyed in a detailed manner that the client can easily understand. | The information is presented in a logical sequence which is easily followed. The methods used and the results presented are mostly conveyed in a detailed manner that the client can easily understand. | The information is presented in a logical sequence, but the results are conveyed in a manner that is difficult to understand. | The presentation is difficult to follow because the ideas are disjoint and presented poorly. |
| FORMAT OF RESULTS AND PROPER CITATIONS | All results are summarized with appropriate tables and/or graphs; sources (if used) are properly cited. | All results are summarized with appropriate tables and/or graphs; however, referenced work is not properly cited. | Results are not consistently summarized with appropriate tables and/or graphs; however, sources (if used) are properly cited. | Presentation does not use sufficient graphs or tables to display results and does not properly cite referenced work. |
| MECHANICS | The presentation has no misspellings or grammatical errors, is visually appealing, and is always readable. | The presentation has no misspellings and/or grammatical errors but is at times difficult to read (e.g., small font size or graphics are used). | The presentation includes several misspellings and/or grammatical errors but is visually appealing. | The presentation includes several spelling and/or grammatical errors and is not visually appealing. |
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| **DELIVERY** |  **Exceeds Expectations Meets Expectations Does Not Meet Expectations** |
| ELOCUTION | The presenter speaks in a clear, animated voice holding the audience’s interest. | The presenter’s voice is easily heard and most terms are pronounced correctly. | The presenter’s voice trails off making some of the presentation difficult to hear. | The presenter mumbles, mispronounces terms, and speaks too quietly to be heard. |
| EYE CONTACT | The presenter holds the attention of the audience with the use of direct eye contact, seldom looking at notes. | The presenter makes consistent use of direct eye contact but often returns to notes. | The presenter displays minimal eye contact with the client, mostly reading from the notes. | There is no eye contact with the audience. |
| POISE | The presenter seems relaxed and self-confident and makes no mistakes. | The presenter makes minor mistakes, but quickly recovers from them and displays little or no tension. | The presenter displays mild tension and has some trouble recovering from mistakes. | Extreme tension and nervousness is obvious; the presenter has trouble recovering from mistakes. |
| POSTURE | Strong and balanced stance, feet firmly on the ground, hands used appropriately, uses the space around them well | Strong stance and okay hand gestures, but they do not use the space around them well and/or bounces around too much | Good stance, but hands are in “fig leaf” position or some other closed position | Leaning against the podium, hands in pockets, stays in the same position the whole time |

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| Speaker Name: | Speaker Name: | Speaker Name: | Speaker Name: | Speaker Name: |
| In your opinion, what did the speaker do most effectively? | In your opinion, what did the speaker do most effectively? | In your opinion, what did the speaker do most effectively? | In your opinion, what did the speaker do most effectively? | In your opinion, what did the speaker do most effectively? |
| If you could make one suggestion to the speaker as to how the presentation could be improved, what would be your suggestion? | If you could make one suggestion to the speaker as to how the presentation could be improved, what would be your suggestion? | If you could make one suggestion to the speaker as to how the presentation could be improved, what would be your suggestion? | If you could make one suggestion to the speaker as to how the presentation could be improved, what would be your suggestion? | If you could make one suggestion to the speaker as to how the presentation could be improved, what would be your suggestion? |