

# Guide to Assessing Presentations

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## Goals of this Guide

The overall goal of this guide is to give ideas for assessing group presentations.

## Recommendations

- Create a simple rubric for the presentation and distribute ahead of time with percentage values attached to each item. The largest categories for me are “content,” which includes accuracy and engagement with course materials, and “delivery,” which includes things like eye contact, audience engagement, etc. I also have categories for style, creativity, and sometimes even “wow factor.” (See sample Presentation Rubric)
- Show examples or give tips for effective presentations
- Be flexible in what types of presentations to accept (ppt, video, activity, etc.) – the rubric should encourage
- Even if an individual or group creates a video, require that they give an in-person introduction and respond to questions from their classmates
- If the presentation will be done by a group, ask that the group have multiple presenters and give a final report of how different people contributed to the presentation
- Set a specific time frame for the presentation and be strict with it
- Encourage students to practice their presentations with each other and time themselves – perhaps even devote a class session to rehearsals or pair groups/individuals to do a peer review of presentations

## Things to Avoid

- Avoid letting only one group member speak, if it’s a group presentation

- Avoid giving too much specific direction so as to encourage creativity

## **Modifications**

- Instructors can add sub-sections or modify the rubric as needed

## **Other Resources**

- See Sample Presentation Rubric (in Appendix at the end of this document)

## Presentation Assessment Rubrics

### Scale

1	2	3	4
Poor	OK but significant room for improvement	Competent, not world-class but certainly capable of acquitting herself/ himself well in a professional setting	Truly Exceptional – in the top 1-2% of students at UNC - CH with respect to this particular skill

### Delivery

- Used introduction/thanks to connect with audience?

1                      2                      3                      4

- Body language/poise (fluid movements, relaxed and self-confident demeanor)?

1                      2                      3                      4

- Pace of speech/elocution?

1                      2                      3                      4

- Eye contact with audience?

1                      2                      3                      4

- Energy/enthusiasm?

1                      2                      3                      4

- Friendly Q & A with concise answers?

1                      2                      3                      4

### Mechanics

- Appropriately dressed?

1                      2                      3                      4

- Made good use of time limits?

1                      2                      3                      4

- Good visual aid choices?

1                      2                      3                      4

### Content

- Problematized clearly at outset?

1                      2                      3                      4

- Structure clear throughout?

1                      2                      3                      4

- Argument well organized?

1                      2                      3                      4

- Argument sound and convincing?

1                      2                      3                      4

- Good use of evidence to support argument?

1                      2                      3                      4

**Things that the presenter did well and should keep doing**

**Things on which the presenter could and should improve**