

Assessment form for oral presentations

	Poor		Satisfactory		Adequate		Good		Excellent
1. Content									
Content coverage and relevance of ideas to topic	2	3	4	5	6	7	8	9	10
Explanation and support (explanations, examples)	2	3	4	5	6	7	8	9	10
Lexical range and appropriacy/accuracy	4	6	8	10	12	13/14/15	16	17/18/19	20
Grammatical range and appropriacy/accuracy	4	6	8	10	12	13/14/15	16	17/18/19	20
2. Organisation									
Coherence (logical organisation)	2	3	4	5	6	7	8	9	10
Cohesion (cohesive devices)	2	3	4	5	6	7	8	9	10
3. Delivery									
Pronunciation, (sounds, weak forms, stress, intonation etc)	2	3	4	5	6	7	8	9	10
Fluency, flow of ideas	2	3	4	5	6	7	8	9	10
Total	100								

CRITERION	POOR	ADEQUATE	EXCELLENT
Content <ul style="list-style-type: none"> • Coverage • Relevance of ideas • Explanation and support • Grammatical range • Grammatical accuracy • Lexical range • Lexical appropriacy/register 	<ul style="list-style-type: none"> • content partially covered; • most ideas irrelevant; • most points were not supported • limited range of grammar; • frequent errors in both simple and complex structures; • a poor range of vocabulary is used; • frequent inappropriacies in word choice; • frequent inconsistencies in register. 	<ul style="list-style-type: none"> • content covered; • most ideas relevant to topic; • most major points were adequately supported with relevant facts, statistics and/or examples. • adequate range of grammar; • complex structures may contain errors; • an adequate range of vocabulary is used; • some inappropriacies in word choice; • some inconsistencies in register. 	<ul style="list-style-type: none"> • content fully covered; • all ideas relevant to topic; • every major point is well supported with several relevant, effective and precise explanations and/or examples. • wide range of grammar; • errors are rare; • a wide range of vocabulary is used; • appropriate word choice; • register is consistent throughout.
Organisation <ul style="list-style-type: none"> • Coherence (logical organisation: introduction/ body - emphasizing key points/ conclusion - summarizing) • Cohesion (cohesive devices) 	<ul style="list-style-type: none"> • absence of structure; • overall aspect rambling. • lack of specific connectors; 	<ul style="list-style-type: none"> • unbalanced presentation (e.g. introduction too long); • development of presentation mostly unmarked; • cohesive devices just adequate; rambling at times. 	<ul style="list-style-type: none"> • stages of presentation clear; clear signposting; • consistently coherent; • wide range of cohesive devices
Delivery <ul style="list-style-type: none"> • Pronunciation, (sounds, weak forms, stress, intonation etc) • Fluency, flow of ideas 	<ul style="list-style-type: none"> • pronunciation hinders meaning to be conveyed; • serious difficulties in maintaining flow (frequent hesitations). 	<ul style="list-style-type: none"> • pronunciation helps most meaning to be conveyed; • maintains flow with some difficulty (hesitations due to language search). 	<ul style="list-style-type: none"> • pronunciation helps meaning to be conveyed effectively (weak sounds, contractions, stress and intonation used to convey meaning); • flow maintained throughout the presentation (without hesitations caused by language search)