

Grade Your Presentations
by Stuart Klugman

Weight	Description	Scoring Key
4	Slides and/or overheads	1 – A copy of a paper, dense 2 – Edited, but hard to read 3 – Contains key information 4 – Proper information plus good design 5 – Wow!
2	Eye contact and body language	1 – Faces screen or computer and never looks up 2 – Makes an attempt; but uncomfortable, distracting mannerisms 3 – Aware of audience, but not interacting 4 – Looks around and tries to catch reactions, few distractions 5 – Holds a conversation with audience
1	Introduction	1 – None – just starts talking 2 – Doesn't give a road map 3 – Brief set-up 4 – States problem and lays out agenda 5 – Gives a reason to stay tuned
2	Body	1 – Disorganized, no flow 2 – Can follow with some effort 3 – Leads logically through points 4 – Smooth path 5 – Interest builds throughout
2	Conclusion	1 – Ends abruptly 2 – Planned an ending, but not effective 3 – Wrapped up, but no final word 4 – Let you know what's next and where to get more info 5 – You leave happy
3	Time management	1 – Had no clue, probably not practiced 2 – Had an idea, but got off track 3 – Had to modify pace to reach end 4 – Planned in advance 5 – No evidence that time was an issue
2	Understanding audience	1 – Assumed audience knows it all 2 – Lost most of audience in early going 3 – Aware of non-experts, but not satisfying 4 – Recognized the variety of backgrounds 5 – Communicated to that variety

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