Scoring Feedback Guide

Professional Communications OER: Presentations

# Overview

Use this scoring guide to provide constructive feedback to a speaker on their presentation. The criteria included align with major elements outlined in the module eText. Note that this is not meant to be a grading rubric. In other words, you are not grading or assessing the presenter but rather providing feedback based on your impression of how well they have addressed the criteria (*Presence, Language, Organization, Subject Mastery, Visual Aids*) outlined in the scoring criteria table. There is also a section in the table to indicate your overall impression of the presentation.

The point values (5‒1) are meant to guide your feedback based on the perceived quality of the presentation in each main criterion. Note that each criterion includes defining sub-elements. When scoring, you have the option of scoring each of the sub-elements individually or providing an overall score for the criterion and adding comments to help in understanding your score. For example, you might score “Presence” at 4 and include a comment that eye contact was good but could be improved, or that the speaker did not appear very confident. Another option would be to score each sub-element separately to provide feedback in a more specific way.

Much of the feedback you provide will be very subjective; however, if several different peers participate, the aggregate of the feedback should become a reliable indicator of the performance quality related to each criterion. Presenters can then use this valuable feedback to hone their skills and improve their performance as they prepare for the course presentations that will be assessed formally.

To make this a truly useful activity, you are encouraged to be honest and professional with your feedback. Also, you should NOT identify yourself. There is no need to include your name or other identifying markers. It is the feedback that is important here, not who provides it.

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| **Scoring Criteria** | **5** | **4** | **3** | **2** | **1** | **Comments/Feedback** |
| **Presence**   * body language and eye contact * connection with the audience * poise, confidence * attentiveness |  |  |  |  |  |  |
| **Language**   * correct usage for the audience level * appropriate vocabulary and grammar * understandable (rhythm, intonation, accent) * spoken loud enough to hear easily |  |  |  |  |  |  |
| **Organization**   * clear objectives outlined * physical organization of materials * logical structure of the presentation (*as outlined in the eText*) * signposting different stages, transitioning * preparedness |  |  |  |  |  |  |
| **Subject Mastery**   * pertinence, relevance * depth of commentary suggests knowledgeable * spoken, not read from notes * able to answer questions knowledgably |  |  |  |  |  |  |
| **Visual Aids**   * illustrations, slides, props, handouts * audio, video, etc. (clear, seamless integration) * visually aesthetic (fonts, colour choice, contrast) * use of imagery (e.g., no clip art) |  |  |  |  |  |  |
| **Overall Impression**   * very interesting/very boring * pleasant/unpleasant to listen to * very good/poor communication |  |  |  |  |  |  |

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