

# FE1 –Invention Presentation Grading Checklist (10 points)

Students in Group: \_\_\_\_\_

Invention Name: \_\_\_\_\_

Time of presentation: \_\_\_\_\_

<b>General Organization - 4 points</b>	
Presentation is well prepared, organized and easy for the audience to follow ( X reading or relying on notes or script? too many pauses between transitions on presentation? Confusing?)	1 0.5 0
Time between 4-6 minutes (X 30 seconds over or under = -.5, more than 30 seconds = -1)	1 0.5 0
Teamwork and Time management (equal roles and speaking time for each member; roughly 1 min each person)	1 0.5 0
Clear and appropriate Introduction	.5
Clear and appropriate Conclusion	.5
<b>Speaking: Delivery, Range &amp; Ease - 2 points</b>	
Did they speak clearly? (pronunciation/volume)	.5
Did they use appropriate language? (grammar/vocab)	.5
Did they speak at the right speed? (X too fast/slow)	.5
Did their speaking flow well? (X many pauses/hesitations)	.5
<b>Body Language - 1 point</b>	
Hand gestures, body movement and posture	.5
Eye contact and facial expressions	.5
<b>Use of Computer (PowerPoint or other media) - 2 points</b>	
Effectiveness: Did the use of the computer help people to understand the invention?	1
Was the information interesting and appealing to the class?	0.5 0
Clarity: Was the information simple, clear and easy to read/see? Was the invention explained well?	1 0.5 0
<b>Overall Impression - 1 point</b>	
Did they entertain and engage the audience? Did they show enthusiasm and have a positive attitude?	1 0.5 0
<b>Total</b>	<b>/10</b>