Presentation Grading Checklist

Presenter _________________________

Evaluation criteria for Japanese spoken presentation project:

Presentation:
1. The presenter had a clear statement of her/his favorite music and the reason why s/he chose it.  
   1 2 3 4 5

Gathering Informational Materials:
2. The gathered information represented the topic well, accurately and in proper order.  
   1 2 3 4 5

Organizing Information:
3. Outline and draft writings were turned in on time.  
   1 2 3 4 5
4. The information for the presentation followed the outline.  
   1 2 3 4 5

Language:
5. The presenter wrote a well-described, accurate, concise and sensible passage and sentences in Japanese as description for each visual aid.  
   1 2 3 4 5
6. A variety of Kanji, Hiragana, and Katakana are accurately and appropriately used.  
   1 2 3 4 5
7. The presenter strived to improve draft writings by seeking consultation.  
   1 2 3 4 5
8. The introduction gained audiences’ credible attention and the conclusion explained importance of the topics.  
   1 2 3 4 5

Visual Aids:
9. Visual aids were relevant to the topic.  
   1 2 3 4 5
10. Visual aids clarified information and explained important details.  
    1 2 3 4 5

Delivery:
11. The presenter gave oral presentation in Japanese clearly with note cards with key points.  
    1 2 3 4 5
12. The presenter was well prepared with appropriate posture and gestures.  
    1 2 3 4 5
13. The presenter maintained good eye contact and good communicative skills.  
    1 2 3 4 5