

## Group Presentation Scoresheet – Notes

- |   |  |   |   |
|---|--|---|---|
| <input checked="" type="checkbox"/> simple to use | <input checked="" type="checkbox"/> in-class feedback              | <input checked="" type="checkbox"/> progress report | <input checked="" type="checkbox"/> literature review     |
| <input type="checkbox"/> complex to use           | <input type="checkbox"/> out-of-class                              | <input type="checkbox"/> proposal                   | <input type="checkbox"/> letter or resume                 |
| <input type="checkbox"/>                          | <input type="checkbox"/>   | <input checked="" type="checkbox"/> project report  | <input type="checkbox"/> other                            |
| <input checked="" type="checkbox"/> oral          | <input checked="" type="checkbox"/> assessor: professor to student | <input checked="" type="checkbox"/> research report | <input type="checkbox"/>                                  |
| <input type="checkbox"/> written                  | <input checked="" type="checkbox"/> assessor: student to self      | <input type="checkbox"/> abstract/summary           | <input checked="" type="checkbox"/> assignment handout    |
| <input type="checkbox"/>                          | <input checked="" type="checkbox"/> assessor: student(s) to peers  | <input type="checkbox"/> bibliography               | <input checked="" type="checkbox"/> can adapt for scoring |

### Application:

To be used for grading oral presentations on group projects by evaluating group and individual performances. Can be used by instructors, classroom peers, industrial observers, and speakers themselves (upon reviewing taped presentation).

### Skill set addressed:

- For the group: cognitive domain skills such as organization, information processing, and critical thinking, as well as visual communication and teamwork are evaluated.
- For the individual: oral communication skills, content knowledge, and teamwork skills.

### Suggestions for usage:

- A scale for scoring is provided for each of the performance criteria, with 50 total points for group performance and 50 total points for individual performance. The scale can be modified by the instructor for a different emphasis.
- The number of minutes each individual is expected to speak (3<sup>rd</sup> area under individual scores) needs to be determined as appropriate to the assignment and filled in prior to using the instrument.
- The instrument can be provided to students prior to the oral presentation to give expectations and criteria used to evaluate their performance.
- If the group goes through a “dress rehearsal” presentation, this instrument can be completed during the rehearsal and given to them for review prior to the final presentation. It is also helpful to students if such rehearsals are taped and the students are then required to view their rehearsal and complete this or a similar form.
- If privacy of individual scores is desired, the instructor will need to provide separate documents for each speaker.

### Commentary:

As this document is currently set up, a portion of both group and individual grades is determined by activities or documents outside the oral presentation itself (topic proposal and resource information for the group; group contribution for the individual). These items can be addressed through some other scoring method and eliminated from this Scoresheet if desired, with points reallocated.

### Notes by User:

**Source:** Ms. Lorna Kierepka, former Coordinator of Technical Communication, Dept. of Industrial & Manufacturing Engineering, Western Michigan University