

SOLO TALK ASSESSMENT

NAME _____

DATE _____

PREPARATION	No notes	Written In full	Read as a story	Well rehearsed	Clear notes used well if needed
CONTENT	Not always relevant	More info needed	Try to sequence your info	Some relevant points	Lots of clear/relevant points
DELIVERY	Quiet/ not always clear	Quiet but clear	Rather hurried	Well paced	Loud and clear
	Did not look at audience	Eye contact in places	Good eye contact	Good eye contact and rapport	Confident and engaging presentation
TIMING	Shorter than one minute	One to two minutes	Three to four minutes	Between four to five minutes	Over five minutes
OVER ALL	You can do much better than this.	A reasonable attempt.	A good talk. Well done.	A very good talk that shows confidence.	Excellent. The audience enjoyed a professional presentation.