

**WRITING “BAD-NEWS” MESSAGES IN THE “REAL” BUSINESS WORLD
PRESENTATION SCORING SHEET**

	Poor		Excellent		
	1	2	3	4	5
PRESENTATION SKILLS					
Were the main ideas presented in an orderly and clear manner?	,	,	,	,	,
Did the presentation fill the time allotted?	,	,	,	,	,
Was the slideshow clear, organized, readable, and support the presentation?	,	,	,	,	,
Was the presenter responsive to audience questions?	,	,	,	,	,

CONTENT

Was information about the company and businessperson included?	,	,	,	,	,
Were the types of negative messages written by this person listed?	,	,	,	,	,
Was the structure of the message correctly identified?	,	,	,	,	,
Did the presenter highlight language aspects?	,	,	,	,	,
Was an in-depth analysis of the appropriateness of the message included?	,	,	,	,	,
Were appropriate recommendations for improving the message included?	,	,	,	,	,
Did the presenter have a clear understanding of the material presented?	,	,	,	,	,

LANGUAGE

Was the grammar used correct and appropriate?.....	,	,	,	,	,
Was there accurate and varied use of both business and general vocabulary?	,	,	,	,	,
Was the presentation understandable (rhythm, intonation, accent)?	,	,	,	,	,
Did the speaker show appropriate fluency with few pauses or fillers?	,	,	,	,	,

COMMENTS

TOTAL SCORE _____ / 50

NOTE: This course is a Business English course, thus, aspects related to language are treated in this rubric.

This grading form is adapted from: hplengr.egr.wisc.edu/Rubric_Presentation.doc