**Grading Sheet for Academic Communication Oral Exams**

Chinese Name (Hanzi signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chinese Name (in Pinyin): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ English Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Talk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Exam Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Arrival** Time for your session: \_\_\_\_\_\_\_\_\_\_\_\_

The underlined numbers in the marking criteria below indicate the grades considered “typical” or “sufficient”. Some specific aims and common problems are listed. The teacher will use these to indicate strong or weak points: 🗸=good, 🗴=problem (sometimes indicated by underline too).

**1. COMMUNICATION, BODY LANGUAGE**

A. Speed (not too fast/slow, some variation), volume 1 2 3 4 5 6

B. Posture, gestures, confidence, controlling nervousness 1 2 3 4 5 6

C. Eye contact, facing audience (not big screen), **not just reading** 1 2 3 4 5 6

**2. LANGUAGE SKILLS**

A. Pronunciation (general plus problems) 1 2 3 4 5 6 7 8

Problems: *TH voiced/unvoiced L/N R/L V/W mea****s****ure*

*[i] vowel other vowels*

*unclear (muddy diction)* ***syllable emphasis***

B. Tone, expression, **fluency** (smoothness of speech) 1 2 3 4 5 6 7 8

Problems: *hesitant repetitive* ***choppy*** *verbal tics (uh, um, -a)*

C. English words & sentences: **pronunciation and use of key words an expert** 1 2 3 4

**should know**, grammar, good sentences (e.g. not: … and … and …)

D. Proves ability to explain clearly using own words, sounds like an expert 1 2 3 4

(did not just say text from paper, used good grammatical sentences in answering questions)

**3. CONTENT**

A. Introduction (interesting start, context [field/area/topic], 2 3 4 5 6 7 8

plain language [1 min.], states question/goal, gives motivation, suitable definitions, well-practiced)

B. Body (clarity, suitable level of explanations, 2 3 4 5 6 7 8

**uses OIL** for figure (graph, table, …) **with pointing**, not boring, good use of time, well-practiced)

C. Conclusion (concise but good summary of points, 2 3 4 5 6 7 8

significance, application, open questions, **not saying exactly what’s on slides**, well-practiced)

D. Timing [8-10 minutes]: 1 2 3 4 5 6

<7=1 or 2, <7:30=3, <8=4, 8:00-10:00=6, >10:00=4, >10:30=3, >11:00=1 (cut-off at 11:20)

E. Overall impression (trustworthy? scientific? good choices? good topic?) 1 2 3

*Bonus for excellent slides*: Discretionary addition: Up to +5 may be given to otherwise low scores for effort, general improvement and dealing with difficulties

**4. VISUAL AIDS** (use of slides, neatness, clarity) 1 2 3 4 5 6 7 8 9 10

(-0.5 for each error/problem/weakness, max -2 for each type)

**Paragraphs**/too many long sentences: Grammar/wording mistakes:

Design issues (crowded, too much text at once): Spelling mistakes:

|  |  |
| --- | --- |
| Formatting issues (*common problem*!): | Other problems: |
| list alignment, word breaks across lines, edges of slide, capitalization, size of text/figure, color, wrong font symbols, **spacing around punctuation** [ , . ! ? : ; ( ) ’ “ ” &], … | missing title slide content [e.g. **affiliations**], bad use of tech [uncertain start, slide switching], **bad/no pointing on slides**, visible things not useful to audience [e.g. PPT timer], … |

**5. QUESTION AND ANSWER**

A. Handling questions: Receiving, Understanding, Responding 1 2 3 4 5

(appropriate [not “I don’t know”], sensible, seems to be expert, confident [no freezing],

concise [not rambling], shows full-screen slides while answering)

B. Asking questions (enough, clearly stated [content, grammar, 1 2 3 4 5

pronunciation], shows understanding, concise [not rambling], not planted)

**6. PARTICIPATION** **& BEHAVIOR**

Arrive early, listen quietly & politely, speak appropriately 1 2 3 4 5

(Discretionary addition: Up to +5 may be added for effort, general improvement, and dealing with difficulties.)

Exam Grade: <75=Fail 75-78=B- 79-82=B 83-86=B+ 87-90=A- 91-95=A 96-100=A+