

ACCT 413
EXPLANATION OF EVALUATION TRAITS FOR AUDIT TEAM PRESENTATIONS
 (Each team member is individually assessed)

TRAIT	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
Presentation was organized and coherent	Opening statement clearly explains objectives. Presenter stays focused throughout.	Opening statement is relevant to topic. Mostly organized. Presenter loses focus only once or twice.	No opening relevant statement. Loses focus throughout the presentation.
Presenter was well-prepared and confident	Excellent delivery of material. Uses body language effectively to maintain interest.	Average delivery of material. No distracting mannerisms.	Below average delivery of material. Demonstrates one or more distracting mannerisms.
Communication aids were clear and useful	PowerPoint is used to enhance presentation.	Has to look at PowerPoint to keep on track with presentation.	Relies heavily on PowerPoint or notes. Makes little eye contact. Some key points not on PowerPoint.
Information was useful and informative	Information provided goes beyond expected requirements.	Provides information that would be helpful in making decisions.	Does not meet assignment requirements. Information is not current.
Voice quality and pace	Modulates voice and projects enthusiasm.	Can be easily understood—appropriate pace and volume.	Hard to understand. Speaks too fast, too soft, etc.

Rating Scale:

- 9-10 Exceeds Expectations
- 6-8 Meets Expectations
- Below 6 Does Not Meet Expectations