|  |  |  |
| --- | --- | --- |
| **GROUP PRESENTATION** |  |  |
| * Understand Audience: discusses with staff the specific needs of each unit in relationship to the assigned topic. Presentation is at a level for ALL employees (age, gender, socioeconomic background, ethnicity and cultural background, intellectual ability).
 | 10 |  |
| * Setup and ready on time
 | 5 |  |
| * Establishes rapport with group in opening minutes
 | 10 |  |
| * Subject matter at appropriate level.
 | 10 |  |
| * Verbalized understanding of topic; no reading notes
 | 10 |  |
| * Explain Purpose & Limit Content: Address concerns and interests. Use appropriate language, style, and tone. Make clear what actions you want the audience to take. Use illustrations as necessary for clarity and appeal
 | 15 |  |
| * Limit saying “uh” and “umh”
 | 5 |  |
| * Maintained interest of group through content and presentation style; interactive, educational, entertaining, engaging
 | 10 |  |
| * Utilize your full time allowance
 | 5 |  |
| * Assessed understanding of group – at the start of the training
 | 10 |  |
| * Assessed understanding of group – at the end of the training
 | 10 |  |
| **TOTAL GROUP PRESENTATION** | **100** |  |

* **Grade EACH intern individually**
* **Use this grading form for the following:**

**\* VU Food Staff Round Up at Rand and the Commons**

\*