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<b>Oral Communication Skills</b>				
<b>a. Organization</b>	Audience cannot understand presentation because of poor organization; introduction is undeveloped or irrelevant; main points and conclusion are unclear;	Audience has difficulty following presentation because of some abrupt jumps; some of the main points are unclear or not sufficiently stressed;	Satisfactory organization; clear introduction; main points are well stated, even if some transitions are somewhat sudden; clear conclusion;	Superb organization; clear introduction; main points well stated and argued, with each leading to the next point of the talk; clear summary and conclusion.
<b>b. Mechanics</b>	Slides seem to have been cut-and-pasted together haphazardly at the last minute; numerous mistakes; speaker not always sure what is coming next;	Boring slides; no glaring mistakes but no real effort made into creating truly effective slides;	Generally good set of slides; conveys the main points well;	Very creative slides; carefully thought out to bring out both the main points as well as the subtle issues while keeping the audience interested.
<b>c. Delivery</b>	Mumbles the words, audience members in the back can't hear anything; too many filler words; distracting gestures;	Low voice, occasionally inaudible; some distracting filler words and gestures; articulation mostly but not always clear;	Clear voice, generally effective delivery; minimal distracting gestures, etc., but somewhat monotone;	Natural, confident delivery that does not just convey the message but enhances it; excellent use of volume, pace etc.
<b>d. Relating to audience</b>	Reads most of the presentation from the slides or notes with no eye contact with audience members; seems unaware of audience reactions;	Occasional eye contact with audience but mostly reads the presentation; only brief responses to audience questions;	Generally aware of the audience reactions; maintains good eye contact when speaking and when answering questions;	Keeps the audience engaged throughout the presentation; modifies material on-the-fly based on audience questions and comments; keenly aware of audience reactions.

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<b>Written Communication Skills</b>				
<b>e. Presentation of ideas and organization of the paper</b>	Bland presentation; sequencing and pace of topics seems random; doesn't lead up to any clear conclusions;	Some of the ideas are presented well; others are lacking; offers plausible conclusion(s);	Ideas are well organized and help the reader move along; the key points are presented but does not demonstrate in-depth understanding; leads up to convincing conclusion(s);	The paper is clear and focused; relevant, quality details give the reader important information; helps the reader develop insight into the topic.
<b>f. Style</b>	Occasional problems with word choices and sentence structure, leaving the reader unsure of the meaning; often resorts to jargon/ clichés;	Words and sentences are adequate in general but lack energy; reader has to struggle to keep reading to the end;	Good writing style; sentences flow smoothly and evenly;	Compelling writing style; connects strongly with the reader and keeps him or her engaged right to the end.
<b>Ethical/professional issues, local/global impact, contemporary issues</b>				
<b>g. Understanding of ethical and professional issues</b>	Little or no understanding of professional/ethical issues even where there are serious questions involved;	Some consideration of professional, ethical issues raised directly by the topic under discussion;	Good understanding of and reasonable analysis of all the essential relevant issues.	Deep understanding of the professional issues involved and the ethical implications of the topic under discussion; careful, convincing analysis of all relevant factors.
<b>h. Awareness of implications to society at large</b>	Little or no understanding of (or interest in?) implications to society related to the topic under discussion;	Moderate understanding of the implications to society related to the topic under discussion;	Good understanding of the implications to society of the topic, as well as its relation to general societal issues;	Deep understanding of the immediate and longterm implications to society of the topic under discussion, and the related potential benefits and risks to society.
<b>i. Awareness of contemporary issues (political, cultural, ...)</b>	Little or no understanding of (or interest in?) contemporary issues directly related to the item under discussion;	Moderate understanding of the main relevant contemporary issues directly related to the item;	Good understanding of all the relevant contemporary issues directly related to the topic;	Deep understanding of all the relevant issues, whether political, cultural or other, related to the topic, as well as of issues that may be only tangentially related; good analysis of the issues and possible impacts on various aspects of society.