

Element	Description	Score (1 – 5)
Preparation	Plans and organizes lesson with a logical and effective structure (beginning, middle, end); utilizes time well (20 – 30 minutes); has materials ready with enough copies for each person in audience	
Knowledge of Subject	Presents pertinent and sufficient background information; speaks from an understanding of the topic; incorporates information learned from research	
Personal Reflection	Demonstrates personal engagement with topic; exhibits reflection on the significance of his/her own work (learning, growth, thinking, questioning, etc.)	
Use of Materials	Uses presentation media effectively (e.g., PowerPoint, video/audio); uses handouts/materials to engage the audience; provides materials that are professional (visually, grammatically, etc.)	
Engagement of Audience	Engages the audience with the poet’s work in an authentic and deep manner; engages the audience with both verbal and written response; poses questions that engender conversation about both thematic and technical aspects of the poet’s work	
Total:		
Comments:		