

II. PRESENTATION – EVENT MANAGEMENT (10-12 minutes)

TOTAL NUMBER OF POINTS: 32

A:32-30

B:29-27

C:26-24

D:23-21

E:20-17

F: 16-0

Introduction:	Total: 5 points
✓ introduction of presenter	1 point
✓ hooking the audience	1 point
✓ topic, title, aims of presentation	1 point
✓ information on timing	1 point
✓ information on Q&A	1 point
Topic:	Total: 2 points
✓ focused enough	1 point
✓ suitable for the audience	1 point
Interaction with the audience (rapport)	Total: 3 points
✓ verbal	1 point
✓ non-verbal	1 point
✓ right choice of audience	1 point
Organization:	Total: 5 points
✓ time limit	1 point
✓ easy to follow (signposting)	1 point
✓ smooth transition between points	1 point
✓ summary of section/point	1 point
✓ referring to structure throughout presentation	1 point
Media	Total: 2 pts
✓ graph, visual aids, video - language	1 point
✓ graph, visual aids, video – right amount of information	1 point
Voice	Total: 2 pts
✓ articulation, pronunciation, intonation	2 points
Basic techniques of presentation:	Total: 2 pts
✓ emphasis, focusing, softening	2 points

Further techniques of presentation:	Total: 2 pts
✓ rhetorical questions, dramatic contrasts, tripling, machine gunning, knock-downs, build-ups	2 points
Nearing the end presentation:	Total: 5 pts
✓ indication of the end	1 point
✓ summary of main points/objectives	1 point
✓ outlook	1 point
✓ thanking the audience	1 point
✓ transition to Q&A	1 point
Question and Answer Session	Total: 4 pts
✓ inviting questions	1 point
✓ thanking for questions	1 point
✓ paraphrasing questions	1 point
✓ adequate answers	1 point