

PRESENTATION No 2

THERE IS ONE EVALUATION FORM FOR BOTH OF YOU AND YOU WILL BOTH GET THE SAME MARK. SO DO YOUR BEST NOT TO RUIN YOUR COLLEAGUE'S PERFORMANCE. :-)

TOTAL NUMBER OF POINTS: 60

A: 60-55

B: 54-49

C: 48-43

D: 42-37

E: 36-31

F: 30-0

Introduction:	Total: 5 points	<i>Other comments</i>
✓ 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	<i>Other comments</i>
✓ focused enough	1 point	
✓ suitable for the audience	1 point	

Interaction with the audience (rapport):	Total: 6 points	<i>Other comments</i>
✓ verbal	2 points	
✓ non-verbal	2 points	
✓ right choice of audience	2 points	

Organization:	Total: 5 points	<i>Other comments</i>
✓ 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: 6 pts	<i>Other comments</i>
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✓ graph, visual aids, video – right amount of information	3 points	
✓ graph language - use of various expressions to describe trends	3 points	

Voice:	Total: 3 pts	<i>Other comments</i>
✓ articulation, pronunciation, intonation	3 points	

Basic techniques of presentation:	Total: 2 pts	<i>Other comments</i>
✓ emphasis, focusing, softening	2 points	

Further techniques of presentation:	Total: 2 pts	<i>Other comments</i>
✓ rhetorical questions, dramatic contrasts, tripling, machine gunning, knock-downs, build-ups	2 points	

Nearing the end presentation:	Total: 5 pts	<i>Other comments</i>
✓ 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	<i>Other comments</i>
✓ inviting questions	1 point	
✓ thanking for questions	1 point	
✓ paraphrasing questions	1 point	
✓ adequate answers	1 point	

Artistic impression:	<i>Other comments</i>
Award a mark on the scale of 1-10 (one being the lowest mark, 10 the highest)	
1 2 3 4 5 6 7 8 9 10	

Interaction in pairs (groups):	<i>Other comments</i>
Award a mark on the scale of 1-10 (one being the lowest mark, 10 the highest)	
1 2 3 4 5 6 7 8 9 10	