**STRUCTURE / CONTENT**

**LANGUAGE**

**DELIVERY**

|  |  |  |
| --- | --- | --- |
| **STRUCTURE / CONTENT** | ✓ / x | Notes |
| three basic stages  |  |  |
| logical structure |  |
| Transitions / “signalling where to go”  |  |
| content |  |
| timing |  |
| **LANGUAGE**  | ✓ / x | Notes |
| understandable |  |  |
| Language used |  |
| appropriate formality |  |
| fluency |  |
| discussion management  |  |
| **DELIVERY** | ✓ / x | Notes |
| body language |  |  |
| eye contact |  |
| voice |  |
| speed |  |
| use of visuals |  |
| **COMMENTS AND SUGGESTIONS** |