

Presentation Criteria

		expectations		penalization	
Language	vocabulary correctness	correct use	1	mistakes that impede understanding	0
	vocabulary range	a variety of words that reflect important differences in ideas	1	word choice too simplistic to convey important differences	0
	register	precise, professional language appropriate for the audience and situation	1	excessive use of slang or vague, casual language ("like", "stuff", "thing"), or clichés ("in my humble opinion")	0
	grammar range	use of more complex structures (relative clauses, variety of verb tenses, modals)	1	limited range of structures	0
	grammar accuracy	correct use	1	mistakes that impede understanding	0
	spelling in the visuals	correct spelling in slides	1	spelling mistakes (2 or more in the body, 1 or more in the title)	0
	pronunciation / intonation	clear and pleasing; standard pronunciation of key words; accented correctly; loud enough for the audience to understand	1	mistakes that impede understanding; key words mispronounced; mumbling	0
	fluency	a natural, unbroken "flow" and rhythm	1	unnecessary pauses; monotone; distracting fillers ("um, well, so")	0
	Task	topic selection	presents a specific problem / question / issue which is relevant to the audience	1	general overview of a broad field ("Sigmund Freud"; "Brno History")
topic coverage		content fulfills the promise of the title and purpose statement; reflects thoughtful analysis	1	not getting what we expect; superficial, "first-page Wikipedia" content	0
appropriate focus on/explanation of key terms		explains unfamiliar terms/concepts essential for understanding the topic	1	complex terms not explained; too much time spent on very basic concepts	0
engaging the audience		presenter involves the audience (e.g. asking questions; humor) and is aware of their needs	1	no attempt to connect to audience or develop rapport; no adapting to their needs	0
title development		at least 5 words; captures the purpose and tone of the presentation; catches attention	1	less than 5 words; simply names the topic, does not express a problem / issue	0
non-text presentation aids		audio / visual elements which support the main points (e.g. photos; videos; music samples, if relevant)	1	only text; no samples of the relevant work if the topic is visual or auditory	0
clear and balanced visuals		minimal text, arranged well on slides; visuals are referred to directly ("As you can see...")	1	too much text; inconsistent formatting; designs that hurt the eyes; pointless visuals	0
body language		appropriate gestures, confident posture, eye contact	1	reading directly off of notes; distracting gestures; looking down only	0
sources - choice and attributing		well-chosen sources, crucial sources for facts/photos clearly referenced throughout the presentation	1	only 1 source, no academic source, no English language source, no credit given to source	0
timing		10 minute presentation (with all its parts)	1	under 8 minutes or over 12 minutes	0
Organization		opening	makes the purpose and relevance of the presentation clear ("This is important because...")	1	merely gives an outline of the presentation without stating purpose/relevance
	closing	ties up loose threads of argument and gives the audience a memorable "takeaway" point	1	merely restates the outline of the presentation; ends abruptly ("That's all.")	0
	efficiency / economy	saying things once, effectively, memorably	1	redundancy; repetition	0
	signposting language / cohesion	appropriate transitional phrases which logically and smoothly connect the parts of presentation	1	moving to the next part suddenly without logical connections	0
	coherence	the parts of the presentation proceed in a logical order	1	no clear direction or organizing principle, audience/presenter get "lost"	0
TOTAL			23		