

Presentation Assessment

Name:		
Title:		
Organisation	1	informative title
	1	introduction
	1	purpose statement
	1	outline of key points
	1	sign-posting
	1	summary
	1	conclusion
	1	timing
Content	1	topic coverage
	1	Informative
	1	understandable
	1	interesting
Language	1	appropriate to audience
	1	voice (clarity)
	5	grammatical accuracy
	2	correct pronunciation
Body language	1	eye contact
Visuals	1	clear
Discussion	1	handling the discussion
Sources	1	bibliography

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