Presentation Assessment Criteria

Consider the following criteria before making your presentation:

1. Organisation
- preparedness
- logical sequence
  - introduction
  - purpose statement
  - outline
  - sign-posting language
  - k y points
  - summary
  - conclusion
  - closure
  - timing

2. Content
- topic coverage
- relevant to humanities and social sciences
- informative
- understandable
- interesting
- entertaining

3. Language
- appropriate to audience
- explanation of jargon
- voice
- speed
- volume
- clarity
- intonation
- grammatical accuracy
- correct pronunciation of key words

4. Body language
- eye contact (with the whole class, not only the teacher)
- good use of notes; not reading large parts of the presentation
- stance, enthusiasm

5. Visuals
- appropriate
- supportive
- clear

6. Questions
- handling of the discussion
- clear, appropriate responses

7. Sources
- reliability
- bibliography format

VISUAL OUTLINE OF KEY PRESENTATION POINTS

TITLE

You may use a sub-heading

Make it interesting & informative

INTRODUCTION

Purpose Statement

Why and how is **your topic** important?

OUTLINE

main points: 1
              2
              3

Don't write structural words here like
introduction, summary, discussion, sources

POINT 1

Give supporting ideas and examples

POINT 2

Give supporting ideas and examples

POINT 3

Signal to end after your last point

SUMMARY

Give one sentence for each main point,
not just a **list** of the main points (i.e. do
not repeat your original outline)

CONCLUSION

Thesis Statement

In one or two sentence, why and how is **what
you've just said** important?

CLOSING

Thanking audience and inviting questions
Sources should be shown at the end