

## Evaluation of Oral Presentations

Speaker(s):

Date:

Title of Presentation:

Seminar:

<b>Structure / Contents</b>	1	2	3	4	5
The introduction <ul style="list-style-type: none"> <li>attracts the audience's attention,</li> <li>outlines the topic,</li> <li>specifies the research interest.</li> </ul>					
The main part <ul style="list-style-type: none"> <li>outlines and applies theoretical concepts,</li> <li>analyses primary material,</li> <li>focuses on main theses and arguments,</li> <li>illustrates arguments with poignant examples.</li> </ul>					
The conclusion <ul style="list-style-type: none"> <li>summarises findings,</li> <li>offers points for questions and discussions.</li> </ul>					
The presentation is stringent and plausible and deals with its topic academically.					

<b>Rhetoric</b>	1	2	3	4	5
Appropriate use of language.					
No or little linguistic or grammatical deficits.					
Use of voice: volume, speed, variation, pauses, fluency.					
Body language: facial expression, posture, gesture.					
Speaker maintains contact with the audience.					

<b>Media</b>	1	2	3	4	5
Fitting didactic use of media.					
Power Point, handout, transparencies, etc. are formally correct.					
Slides, transparencies and handout are readable and structured.					

<b>Overall Impression</b>	1	2	3	4	5
The speaker is well prepared.					
The speaker can answer questions and handles feedback competently.					