Oral Communication project

1 - Evaluation in **Professional Life**



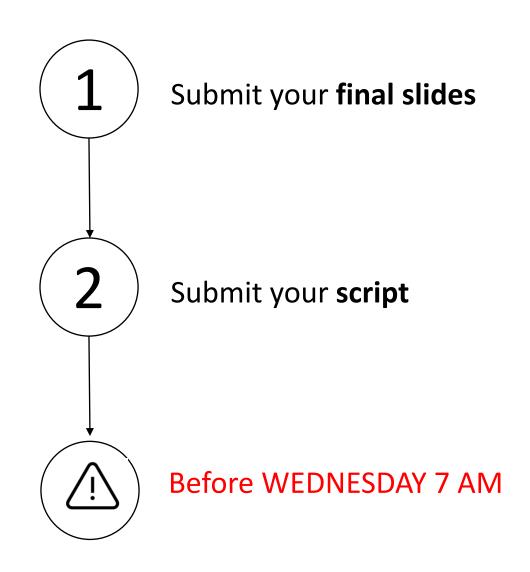
Assessment	Score
A1 - Speech strategy	25
A2 - Speech structure	25
A3 - Speech performance during jury	ury 50
Bonus English	10
TOTAL	100 (+ 10)

2 - Evaluation in MS Office



Work	Score
A4 - Speech Slides	100
TOTAL	100





HOMEWORK



STRUCTURE OF THE SLIDES	30
Slides are not the script	
Slide content is different from the speaker script	10
1 slide = 1 key idea	10
Good slide content structure to support the speech	10
DESIGN PRINCIPLES	30
Proper set of colors and fonts	10
Consistent style on all slides	10
Key information is well contrasted (color, size, space)	10
HEADLINE & BULLETS POINTS	20
Headlines are well defined clear, short, interesting specific to the topic	10
Bullets points are well defined short, 2 to 6 per slide, same English structure for all bullets of the slide	10
MAKE INFORMATION GRAPHICALLY	20
Proper usage of images Good quality – related to the message – not more than 1 – good contrast with text	10
Proper usage of icon Usage of card instead of bullet – consistency of icon (same author, same color)	
DYNAMIC - BONUS	+ 10
Elements in slides are displayed step by step	5
Usage of animated transitions , music , video to make the slides more dynamic	
Total	100



- Find an **engaging presentation title**
- What should go on the title slide...any images?
- What is your **hook** and what you need to show on the slide when you open your talk?
- What are the **key points** that need to be illustrated
- If people **read a lot of text**, they are not listening to you
- Use transition slides only when needed
- How will you **close** your speech?
- What goes into a summary slide?