

# Oral Communication project

## 1 - Evaluation in **Professional Life**



Assessment	Score
A1 - Speech strategy	25
A2 - Speech structure	25
A3 - Speech performance during jury	50
<i>Bonus English</i>	<i>10</i>
<b>TOTAL</b>	<b>100 (+ 10)</b>

## 2 - Evaluation in **MS Office**



Work	Score
A4 - Speech Slides	100
<b>TOTAL</b>	<b>100</b>



# Power Point **Evaluation** deadline

1

Submit your **final slides**

2

Submit your **script**



**Before WEDNESDAY 7 AM**



# Power Point Evaluation Grid

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



# Power Point

## Evaluation

### Some tips !!

- 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?