

Assessment form Presenting

		Criterion	No		Yes	Remarks		
Verbal	Introduction	Catchy opening	0	X	0	0	Misses	Award 4, 3, 2 or 1 point
		Introduction of subject (purpose) and (if relevant) of other speakers	0	0	X	0	Key values were present. Who are the other members?	
		Giving an overview of structure of presentation	0	0	X	0	Spoken. You could have used a slide to support this	
		Giving an estimated time how long presentation will last	0	0	0	X	7 minutes	
	Main	Easy to comprehend	0	0	0	X		
		Limited use of details	0	0	0	X	Clear	
		Good transitions between various parts	0	X	0	0	Some difficulties	
		Summary per part (one sentence)	X	0	0	0	Missing	
	Conclusion	Short summary (includes main idea) and/or finishing with bang technique	X	0	0	0	Missing	
		Thanking the audience	0	0	0	X		
	Non-verbal		Eye contact	0	0	0	X	
		Firm posure	0	0	X	0	Find a place to put your hands	
		Pace/breaks	0	0	0	X	Used breaks	
		Variation in voice	0	0	X	0	Good	
		Visual information is adequate (no overkill of slides, and/or likewise information on slides)	0	0	0	X	Supportive PowerPoint slides	
Audiovisual means		Looking at the audience	0	0	0	X		Award 1 or 2 point
		Transition from spoken words to slides	0	0	0	X	Used lines like 'Will be shown later'	
General		General remarks: <i>Difficulties with the transition from PowerPoint to the demo, but you did not panic</i>						
Grade (sum of awarded points in last column)								2,8 3,5 2

Assessment form Presenting

= 8,3