

Assessment form Presenting

		Criterion	No		Yes		Remarks		
Verbal	Introduction	Catchy opening	1	0	0	0	I don't see a catchy introduction	1	Award 4, 3, 2 or 1 point
		Introduction of subject (purpose) and (if relevant) of other speakers	0	0	0	4	Introduction given	4	
		Giving an overview of structure of presentation	0	0	0	4	Structure was given	4	
		Giving an estimated time how long presentation will last	0	0	0	4	10 minutes 10 Minutes	4	
	Main part	Easy to comprehend	0	0	0	4	Easy to understand	4	
		Limited use of details	0	2	0	0	Careful to having too much information on the slides.	2	
		Good transitions between various parts	0	0	0	4	Good flow from one part to the next.	4	
		Summary per part (one sentence)	0	0	0	4	Great summary after each part.	4	
	Conclusion	Short summary (includes main idea) and/or finishing with bang technique	0	0	3	0	There was a summary.	3	
		Thanking the audience	0	0	0	4	Done	4	
Non-verbal	Non-verbal	Eye contact	0	0	3	0	Good eye contact	3	Award 4,3, 2or 1 point
		Firm composure	0	0	0	4	Good composure	4	
		Pace/breaks	0	0	0	4	Excellent pace and breaks.	4	
		Variation in voice	0	0	0	4	Excellent variation in your tone.	4	
Audiovisual means	Audiovisual means	Visual information is adequate (no overkill of slides, and/or likewise information on slides)	1			0	Slides have too much information. Just give the bold you typed.	1	Award 1 or 2 point
		Looking at the audience	0			2	Good contact with audience, you sometimes look over the heads of the attendees	2	
		Transition from spoken words to slides	1			0	Good transition, just too much information on the slides.	1	
General	General	General remarks: <i>Well done, this was a technical well presented presentation. Look at the remarks for the slides. I am looking forward to your next presentation. It was great that you compared what your experience was before in Hungary and how you are experiencing the Netherlands.</i>						53/62	
		Grade (sum of awarded points in last column)						85.5%	