

Assessment form Presenting

Criterium		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.	
		Giving an overview of structure of presentation	0	0	X	0	Who are the other members?	
		Giving an estimated time how long presentation will last	0	0	0	X	Spoken. You could have used a slide to support this	
	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	Audiovisual means	Eye contact	0	0	0	X		Award 4,3, 2or 1 point
		Firm posoure	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	
	General	Looking at the audience	0	0	0	X		
		Transition from spoken words to slides	0	0	0	X	Used lines like 'Will be shown later'	
		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		

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= 8,3