

	1	2	3	4	5	COMMENTS
Structure and organisation	Overall structure/organization unclear:		Overall structure/organization clear:		Overall structure/organization excellent:	
	○ Introduction was missing / did not make clear the relevance of the topic and message to the audience.	○	○ Introduction demonstrated the relevance of the topic and message to the audience.	○	○ Introduction demonstrated the relevance of the topic, using imagination and capturing audience interest.	<ul style="list-style-type: none"> - you introduced yourself first and then had an attention grabber ← that order could have been reversed to grasp the attention of the audience immediately?) - the attention grabber was very strong and presented the problem effectively
	○ Body of the presentation was disorganized or did not support the overall message.	○	○ Body of the presentation was well organized and supported the overall message.	○	○ Body of the presentation was clearly organized and convincingly supported the overall message.	<ul style="list-style-type: none"> - after describing the problem, you presented the solution
	○ Conclusion was missing or lacked relevance and purpose of the topic to the audience.	○	○ Conclusion summarised the main points and reinforced the relevance and purpose of the topic to the audience.	○	○ Conclusion summarised the main points and reinforced the relevance and purpose of the topic using imagination and capturing audience interest.	<ul style="list-style-type: none"> - the idea seems very appealing - at the end, explained that the company would be working on this solution and that contributions are appreciated. You could have returned to the idea presented in the attention grabber also in the conclusion?
	○ Time was not effectively managed	○	○ Time was fairly effectively managed	○	○ Time was managed very effectively.	Time: about 3:23 (went overtime by about 20 sec)
Delivery	Delivery did not motivate the audience to listen or help them follow the presentation easily:		Delivery showed effort to motivate the audience to listen & help them follow the presentation easily:		Delivery successfully motivated the audience to listen & helped them follow the presentation easily:	
	○ Did not make adequate use of appropriate persuasive appeals (ethos, pathos, logos)	○	○ Made adequate use of appropriate persuasive appeals (ethos, pathos, logos)	○	○ Made skilful and convincing use of appropriate persuasive appeals (ethos, pathos, logos)	<ul style="list-style-type: none"> - logos: referred to a study and gave details about the solution - pathos: in the intro
	○ Unenthusiastic or monotonous delivery. Problems in voice usage / pace.	○	○ Sufficiently engaging and interesting delivery. Voice usage / pace were mainly OK.	○	○ Engaging and interesting delivery that showed presenter's own enthusiasm. Voice usage / pace varied effectively.	<ul style="list-style-type: none"> - glancing at the audience but also glancing at your notes (?) - good use of gestures - the delivery was quite engaging but the style was perhaps very close to a written funding proposal, so it could have been even more engaging if it was a little less formal? - good pace – but at times there were no pauses between sentences or ideas (e.g. at 1:20: "its own crack. It is called...") – do make sure you also place pauses so that the audience is able to digest all the info given.
	○ Main message incorrectly targeted: The level of complexity was insufficient with regard to the background knowledge of the audience. Too much technical jargon/inadequate vocabulary range.	○	○ Presented the main message clearly enough to ensure the audience understood: The level of complexity was somewhat appropriate to the audience. Technical jargon, if used, was usually explained using an adequate vocabulary range.	○	○ Message was presented in a very clear and audience-friendly manner: The level of complexity was completely appropriate to the audience. The presenter shows the ability to smoothly link new information with audience's prior knowledge	
	○ Used few or no transitional phrases / language functions to move between points & guide the audience.	○	○ Used occasional transitional phrases / language functions to move between points & guide the audience.	○	○ Consistently used transitional phrases / language functions to move between points & guide the audience.	<ul style="list-style-type: none"> - "two process. The first one is..." "Our second approach..." - "Why? Because..." - "Secondly, ..."

	<input type="radio"/> Did not know contents well: Used notes too often / rambled aimlessly / appears unprepared/ little rapport	<input type="radio"/> <input checked="" type="radio"/> Elaborated contents: Spoke quite freely / appears prepared/ some rapport	<input type="radio"/> <input type="radio"/> Contents very well elaborated: Spoke very freely and confidently / good rapport throughout/ appears well-prepared	
Fluency and grammar	Fluency/intelligibility:	Fluency/intelligibility :	Fluency/intelligibility :	<ul style="list-style-type: none"> - some words remained a little bit unclear ("earthquake"?, "withstand"?) ("it is known that concrete is one of the _?_", "it protects the metal and _?_") - very good vocabulary and grammar, some slips, e.g. "can helps"
	<input type="radio"/> Pausing for grammatical and lexical planning, and self-correction was very evident affecting intelligibility.	<input type="radio"/> <input type="radio"/> Language contained some hesitation as speaker searched for patterns and expressions.	<input checked="" type="radio"/> <input type="radio"/> Expressed him/herself fluently and spontaneously, almost effortlessly.	
	<input type="radio"/> Poor control of pronunciation with mistakes that sometimes hindered understanding	<input type="radio"/> <input checked="" type="radio"/> Good control of pronunciation, but with a few obvious mistakes	<input type="radio"/> <input type="radio"/> Excellent control of pronunciation	
	<input type="radio"/> Poor vocabulary and weak grammar with many noticeable mistakes	<input type="radio"/> <input type="radio"/> Good vocabulary and grammar with occasional 'slips' or non-systematic errors	<input checked="" type="radio"/> <input type="radio"/> Excellent vocabulary and grammar; errors were rare and difficult to spot.	