



ACADEMIC YEAR 2023 - 2024

DATE: \_\_\_\_\_

Student name : \_\_\_\_\_  
Topic : \_\_\_\_\_

Student ID : \_\_\_\_\_

Max.	Criteria	Very poor	Poor	Average	Good	Excellent	Comments
15	Pronunciation & Voice Techniques (Pause, Volume, Speed Change, Stress, Tone, etc.)	(1-3)	(4-6)	(7-9)	(10-12)	(13-15)	
15	Language use: Grammar & Vocabulary (usage and appropriateness for audience)	(1-3)	(4-6)	(7-9)	(10-12)	(13-15)	
10	Body Language: Gestures, Eye contact, Facial expressions, Appearance (turns back to the audience and reads from screen: 0 pt)	(1-2)	(3-4)	(5-6)	(7-8)	(9-10)	
20	Organization: Intro, Body, Ending, Coherence (see below)	(1-4)	(5-8)	(9-12)	(13-16)	(17-20)	
20	Content: Relevance, Accuracy	(1-4)	(5-8)	(9-12)	(13-16)	(17-20)	
10	Visual aids: Appropriateness, Clarity (Movies, sound: 0 pt)	(1-2)	(3-4)	(5-6)	(7-8)	(9-10)	
10	Overall effectiveness	(1-2)	(3-4)	(5-6)	(7-8)	(9-10)	
	FINAL SCORE:           /100						

Negative points: ✧ Timing: <3m: -15pts    3m - 3m29: -10pts    3m30 - 3m59: -5pts    4m - 6m: OK    >6m: -5pts

**Organization:**

Yes No

A. Introduction

- Greeting, name, position (Good morning ladies and gentlemen. My name is \_\_\_. I'm a \_\_\_)
- Purpose/ Objective (The purpose of this talk is to \_\_\_)
- Connect with the audience ( I can see that all of you love to \_\_\_)
- Outline/ Main part (I've divided my presentation into \_\_\_ parts)
- Questions (Should you have any questions, please save them until the end of my presentation)

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B. Body (Transitions: Let's start with \_\_\_/ That brings me to \_\_\_/ Firstly, Secondly, Next, Lastly)

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C. Ending

- Signaling the end (That brings me to the end of my presentation)
- Summary (Let me just run over the key points again)
- Closing (Thank you very much for your attention)
- Inviting questions (I'd be glad to answer any questions you might have)

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Examiner : .....