



ACADEMIC YEAR 2023 – 2024

DATE: _____

Student name : Student ID :
Topic :

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)	
10	Language use: Grammar & Vocabulary (usage and appropriateness for audience)	(1-2)	(3-4)	(5-6)	(7-8)	(9-10)	
15	Body Language: Appearance, Posture, Gestures, Eye contact, Facial expression (turns back to the audience and reads from screen: 0 pt)	(1-3)	(4-6)	(7-9)	(10-12)	(13-15)	
15	Organization: Intro, Body, Ending, Coherence (see below)	(1-3)	(4-6)	(7-9)	(10-12)	(13-15)	
20	Content: Relevant, Accurate, Informative and Persuasive	(1-4)	(5-8)	(9-12)	(13-16)	(17-20)	
15	Visual aids: Appropriateness, Clarity (Movies, sound: 0 pt)	(1-3)	(4-6)	(7-9)	(10-12)	(13-15)	
10	Question response	(1-2)	(3-4)	(5-6)	(7-8)	(9-10)	
	SCORE (max.100): _____	BONUS (max.10): _____				TOTAL SCORE (max.100): _____	

Deduction points: ✧ No references: -10pts ✧ No slide printout: -5pts ✧ Timing: <5mins: -15pts; 5mins - 5mins 59: -5pts; >8mins: -5pts

Bonus points: Up to 10pts for creativity, which involves PowerPoint design, Organization of information, Presentation style ...

Organization:

Yes No

A. Introduction

- Greeting, name, position (Good morning, ladies and gentlemen. My name is ___. I'm a___)
- Connect with the audience (I can see that all of you love to___)
- Purpose/ Objective (The purpose of this talk is to ___)
- Time length (My presentation should last for ___)
- 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 : _____