Evaluation criteria for your presentation

Contents:

- Topicality/ currentness of the topic and of the presented facts
- Contents overview
- Completeness/ conciseness of contents
- Illustration, explication and exemplification
- Rounding and contextualisation of figures
- Correctness of terminology

Opening:

- Attention
- Benefit
- Credibility
- Direction

Structure:

- Signposting
- Referring to earlier points/ points to come
- Linking/ transitions
- Coherence of the talk

Slides:

- Data load
- Visual impact
- Legibility/ font size
- Colour contrast
- Aesthetics

Voice:

- Volume
- Pace
- Intonation/ variation/ accentuation
- Tone
- Pausing
- Pronunciation
- Speech fluency

Closing:

- Loop/ dramatic summary/ wise words/ call for action/ heart-felt message
- Reference of source/ bibliography
- Management of the Q&A session
- Second ending

Overall impression:

- Compliance with schedule
- Time limit (min. and max. speaking time)
- Eye contact/ rapport
- Involvement of the audience
- Body language
- Rhetorical devices/ Impact techniques
- Enthusiasm