**Presentation Marking Scheme**

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| **Marking criteria** | | **Evaluation indicators** | **Score (/10)** |
| **Slides preparation** | Structure | * The presentation slides are well structured in terms of introduction, main body and conclusion * Main points are developed with supporting points | 1 |
| Contents | * Relevancy of contents to the chosen topic * Clarity * Conciseness | 1 |
| Layout (with use of visual aids) | * Slides are clear and simple * No slide contains too much or too little text on them * No unnecessary images or animations * Numbers, graphs, tables (if use) are presented effectively * Slides include proper citations where needed | 2 |
| **Presentation delivery** | Body language | * Use gestures to signal and emphasizes points * Maintain effective eye contact * Seem natural and at ease when speaking * Avoid ineffective hand movements and body postures while presenting (e.g. crossing arms, putting hands in pocket, etc.) | 2 |
| Voice | * Speak loudly enough * Pause effectively * Stress important points * Sound lively and interesting, or monotonous and flat | 2 |
| Use of notes | * During presentation, use notes or reading from a script or reading from slides * If use notes, effective use of notes or not (e.g. not looking at the notes all the time, proper handling of notes) | 1 |
| Time limit | * Complete the presentation within the time limit (3mins) without rushing through contents or slowly covering everything | 1 |