**PRESENTATION ASSESSMENT CRITERIA**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Structure** |  | **Content** |  | **Delivery** |  | **Visual aids** |  |
|  |  |  |  |  |  |  |  |
| **Opening**  1.Greetings  2.Title  3.Purpose | 1  1  1 | **Logic**  1.Single focus  2.Logical and relevant arguments | 2  2 | **Performance**  1.No mistakes  2.Eye contact  3.Effective body language (gestures, bodily movement, position)  4.Expressive speech (pauses, focused stress, intonation) | 2  2  2  2 | **Verbal design**  1.Words, word combinations only  2.Homogeneous grammatical structures  3.Appropriate number of words – 1/6/6 | 1  1  1 |
| **Body**  4.Signposting  (opening and closing signals)  5.Plan  (clear division, balance between parts) | 1  1 | **Facts**  3.Relevant facts to the audience  4.Appeal | 3  3 | **Team interaction**  5.Collaboration & synchronization\*  6.Creativity and fun\* | 1  1 | **Visual design**  4.Style  5.Easy to read (size – from 32; font – Tahoma, Verdana, 3x3)  6.No factual overloading and irrelevant pictures  7.No typos  8.Impact/ great pictures  9.Focus on critical elements | 1  1  1  1  1  1 |
| **Ending**  6.Summary  7.Conclusion  8. Q&A | 1  1  1 |  |  |  |  | 10.Work with slides (pointer, effective position, keyboard B and W) | 1 |
|  |  |  |  |  |  |  |  |
| **Total**  **(max 38)** | 8 |  | 10 |  | 10 |  | 10 |

Team presentation materials

Introducing your team

Signposting

* Good morning! It’s an honor to address such a distinguished audience! First, let me introduce myself: my name is Ivan Petrov, and I am the Financial Director at IBM, and here is my team: Maria Sidorova who is our Marketing Director, next …, then, and finally …//**OR** Each of my team members will introduce themselves, Maria?

Collaboration & synchronization\* - smooth transition from one speaker to another, team spirit & support, effective positioning (lack of collision and confusion in front of the board)

Creativity and fun\* - using questions, jokes and fun interaction in the team while passing the floor, creating a positive and friendly atmosphere

* So, now, let me start with the history of…!
* Now, that I have covered the first part of my presentation let me yield the floor to Maria who will be talking about …, Maria?// Thank you, Ivan…//
* Questions: So, Maria, what do you think about the problems such a company may face in the future? – Ivan, I think they may be quite many, actually…
* That brings us to the end of our presentation So, let me recap/run over the key points again:
* To conclude, we’d like you to leave with the following idea:
* Thank you for your attention!
* We’ll be glad to try and answer any of your questions