**PRESENTATION ASSESSMENT CRITERIA**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Structure** |  | **Content** |  | **Delivery** |  | **Visual aids** |  |
|  |  |  |  |  |  |  |  |
| **Opening**1.Greetings2.Title3.Purpose | 111 | **Logic**1.Single focus2.Logical and relevant arguments | 22 | **Performance**1.No mistakes2.Eye contact3.Effective body language (gestures, bodily movement, position)4.Expressive speech (pauses, focused stress, intonation) | 2222 |  **Verbal design**1.Words, word combinations only2.Homogeneous grammatical structures3.Appropriate number of words – 1/6/6 | 111 |
| **Body**4.Signposting(opening and closing signals)5.Plan(clear division, balance between parts) | 11 | **Facts**3.Relevant facts to the audience4.Appeal | 33 | **Team interaction**5.Collaboration & synchronization\*6.Creativity and fun\* | 11 | **Visual design**4.Style5.Easy to read (size – from 32; font – Tahoma, Verdana, 3x3) 6.No factual overloading and irrelevant pictures7.No typos8.Impact/ great pictures9.Focus on critical elements | 111111 |
| **Ending**6.Summary7.Conclusion8. Q&A | 111 |   |  |  |  | 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