

INFORMATIVE PRESENTATION EVALUATION

Rating system: 2 = excellent 1 = satisfactory 0 = needs improvement

1. DELIVERY (points out of 10)

- A) volume (loud enough) and rate of speech (not too fast or slow, effective pauses, variations in speed, minimal hesitation)
- B) natural delivery (not read or memorized, expressive)
- C) creating rapport (eye contact, arousing the interest of the audience)
- D) avoiding distracting mannerisms (both verbal and non-verbal)
- E) good posture and effective use of body language (gestures)

2. LANGUAGE (points out of 8)

- A) appropriate language – natural spoken language (sentence length, structure)
- B) vocabulary (no jargon, difficult words explained)
- C) accuracy
- D) pronunciation / intonation / articulation

3. CONTENT (points out of 8)

- A) clear central idea
- B) topic suitable for time available - not too limited or general – and for the audience - not too technical or well-known
- C) topic developed with relevant details, facts, examples that provide strong support of central idea
- D) appropriate length - not too long or short

4. ORGANISATION (points out of 10)

- A) introduction (of oneself, the purpose and structure)
- B) signposting and linking devices
- C) main points clearly stated
- D) development of ideas logical, easy to follow
- E) conclusion (summarizing and recommendations)

5. VISUAL AIDS (points out of 4)

- A) appropriate number and design
- B) relevance and effective use

Marks: 20-23 points - passed; 24-27 points - satisfactory; 28-31 points - sufficient; 32-35 points - good; 36-40 points – excellent