

## Presentation Assessment

Name:		
Title:		
<b>Organisation</b>	<b>1</b>	informative title
	<b>1</b>	introduction
	<b>1</b>	purpose statement
	<b>1</b>	outline of key points
	<b>1</b>	sign-posting
	<b>1</b>	summary
	<b>1</b>	conclusion
	<b>1</b>	timing
<b>Content</b>	<b>1</b>	topic coverage
	<b>1</b>	Informative
	<b>1</b>	understandable
	<b>1</b>	interesting
<b>Language</b>	<b>1</b>	appropriate to audience
	<b>1</b>	voice (clarity)
	<b>5</b>	grammatical accuracy
	<b>2</b>	correct pronunciation
<b>Body language</b>	<b>1</b>	eye contact
<b>Visuals</b>	<b>1</b>	clear
<b>Discussion</b>	<b>1</b>	handling the discussion
<b>Sources</b>	<b>1</b>	bibliography

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