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

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