

## Assessment of a Group Presentation

Dear students,

the following table contains various aspects which are important for a good presentation. Please keep them in mind while preparing your presentation.

Group: \_\_\_\_\_ Date of Presentation: \_\_\_\_\_

Topic: \_\_\_\_\_

Criteria	++	+	0	-	--	Points and Individual Achievement	Comment
<b>A Content</b> The presentation starts with a question, basic idea or thesis to be further examined. The contents are comprehensible and informative. Students define special terms, explain pictures, graphs etc., give examples and offer solutions to the problem to be dealt with. The presentation finally ends with a convincing conclusion. Each student is an expert on his/ her part.						<b>Names:</b> ___ / 10 _____ ___ / 10 _____ ___ / 10 _____ ___ / 10 _____	
<b>B Structure</b> The presentation has a clear structure (beginning, main part, conclusion) which is presented and explained in advance.						___ / 5	
<b>C Correct Handling of Media and Visual Aids</b> The presenters make appropriate use of the media (e.g. PowerPoint, black board, flip-charts, overhead-projector). The presentation has got the right balance between text, pictures, graphs, film sequences etc.)						___ / 5	
<b>D Interactive Part</b> The presenters include the audience by e.g. asking fellow-students questions, letting them read out/ describe s.th., making them discuss a controversial statement, letting them do a quiz etc.						___ / 10	

<b>E Language</b> The presenters make few grammar and pronunciation mistakes. They have checked unknown words and their pronunciation in advance. They introduce unknown words <i>before</i> they start their presentation (word list on the handout or on an overhead transparency)						___ / 10 _____ ___ / 10 _____ ___ / 10 _____ ___ / 10 _____	
<b>F Way of Presentation (Expertise, Flexibility, Body Language and Creativity)</b> The presenters speak almost freely and can easily be understood. They keep eye-contact to the class, show self-confidence and are able to catch the interest of the audience. They are able to answer questions. The presenters stick to the given time frame (15 - 20 minutes for each group presentation).						___ / 10 _____ ___ / 10 _____ ___ / 10 _____ ___ / 10 _____	
<b>G Handout</b> The handout gives a good overview of the topic. The contents are comprehensible because special terms are being defined and facts well explained. The handout also gives examples, offers solutions to the problem dealt with and ends with a conclusion. The handout is written by the students themselves and includes the sources being used. It does not have more than 600 words.						___ / 30	

## Final Grade

### Individual Achievement

### Signature / Teacher

Student _____ :	_____ / 80 = _____ % = _____	Notenpunkte
Student _____ :	_____ / 80 = _____ % = _____	Notenpunkte
Student _____ :	_____ / 80 = _____ % = _____	Notenpunkte
Student _____ :	_____ / 80 = _____ % = _____	Notenpunkte