**Feedback on Presentations**

Make your point in a nice way. Don’t repeat errors but suggest the correct word or phrase instead.

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| --- | --- | --- | --- | --- |
|  | **Criteria** | **GOOD** | **Good Enough** | **Not Quite Good Enough** |
| substance | headings in the agenda | **to the point** | **fairly clear** | **beside the point** |
| examples | **easy to remember** | **easy to remember** | **a bit far-fetched** |
| body language | overall impression | **committed** | **quite lively** | **bored** |
| your posture was | **upright** | **a bit stiff, hands** | **frozen** |
| your [dʒ] gestures were | **clear** | **(a bit) hasty** | **few / just suggested** |
| you kept eye-contact with | **everybody** | **some of us** | **the board / the teacher** |
| your voice was | **loud enough** | **mostly loud enough** | **too soft** |
| pro­nunciation | fluency | **fluent throughout** | **fluent here and there** | **halting, hesitant, long pauses** |
| stressed syllables | **helping comprehension** | **mostly right** | **inviting misunderstandings** |
| intonation | **natural** | **varied here and there** | **monotone [‘---] throughout** |
| language | vocabulary | **easy** | **mostly clear** | **not quite right; it should be…,  for example** |
| grammar | **correct** | **some errors** | **hard to understand** |
| syntax | **short and simple sentences** | **a bit complicated sometimes** | **written style** |
| interaction | questions asked | **quite a few** | **some / a few** | **few** |
| manners | **nice, easy and polite** | **a bit awkward** | **unsmiling, tense** |
| presentational skills | getting your message across | **preview of the main points,  details on each point 1,2,3,  review of the main points** | **bits are right, e.g. preview but no review** | **no structure, no preview or review, few details** |
| proper phrases | **opening and closing phrases** | **e.g. an opening but no proper closing phrase** | **no beginning, no ending** |
| use of cue-cards | **small in size; 3 cues each** | **too large, >3 words each** | **complete sentences** |