**M 7.1 (Basisfach) criteria for good presentations**

*Write down important criteria for good presentations for each of the four categories (sometimes, grey key words help you).*

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| **structure** | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
| the speaker presents the structure of his/her presentation |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **content**  | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
| *relevant**task**addressee*  |  |  |  |  |  |  |
| *knowledge**own ideas*  |  |  |  |  |  |  |
| *questions*  |  |  |  |  |  |  |
| **presentation skills** | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples**  |
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|  |  |  |  |  |  |  |
| *eye* |  |  |  |  |  |  |
| *interested* *convinced*  |  |  |  |  |  |  |
| *unexpected difficulties* |  |  |  |  |  |  |
| **language**  | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
|  |  |  |  |  |  |  |
| *phrases: structure, connect*  |  |  |  |  |  |  |
| *paraphrase*  |  |  |  |  |  |  |
| *able to correct*  |  |  |  |  |  |  |
| *suitable style*  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
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**M 7.1 (Leistungsfach) criteria for good presentations**

*Complete the table with criteria for good presentations.*

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| **structure** | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
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| **content**  | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
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| **presentation skills** | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples**  |
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| **language**  | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
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**M 7.1 (Basisfach, Leistungsfach): mögliches Ergebnis**

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| --- | --- | --- | --- | --- | --- | --- |
| **structure** | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
| the speaker presents the structure of his/her presentation |  |  |  |  |  |  |
| the presentation is well-structured |  |  |  |  |  |  |
| **content**  | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
| the speaker provides relevant information on all aspects required by the task; he/she keeps the addressee(s) in mind |  |  |  |  |  |  |
| the speaker displays knowledge about the different aspects and is able to explain/ illustrate them  |  |  |  |  |  |  |
| the speaker is able to answer questions by the audience |  |  |  |  |  |  |
| **presentation skills** | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples**  |
| speaking loudly and clearly |  |  |  |  |  |  |
| speaking freely, fluently, but not too fast  |  |  |  |  |  |  |
| keeping eye contact with the audience |  |  |  |  |  |  |
| seeming interested in and convinced of one’s own presentation |  |  |  |  |  |  |
| being able to cope with unexpected difficulties (e.g. something doesn’t work)  |  |  |  |  |  |  |
| **language**  | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
| a wide range of thematic vocabulary related to the given topic |  |  |  |  |  |  |
| employs phrases that help him/her structure his/her presentation and show how different aspects are connected  |  |  |  |  |  |  |
| able to paraphrase words he/she doesn’t know |  |  |  |  |  |  |
| few mistakes, able to correct him-/ herself |  |  |  |  |  |  |
| style appropriate with regard to the situation/ addressees  |  |  |  |  |  |  |
| correct and complex grammar and syntax |  |  |  |  |  |  |
| good pronunciation and intonation |  |  |  |  |  |  |