

## 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).

<b>structure</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>
the speaker presents the structure of his/her presentation						
<b>content</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>
<i>relevant task addressee</i>						
<i>knowledge own ideas</i>						
<i>questions</i>						
<b>presentation skills</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>
<i>eye</i>						
<i>interested convinced</i>						
<i>unexpected difficulties</i>						
<b>language</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>
<i>phrases: structure, connect</i>						
<i>paraphrase</i>						
<i>able to correct</i>						
<i>suitable style</i>						

Complete the table with criteria for good presentations.

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<b>structure</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>
<b>content</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>
<b>presentation skills</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>
<b>language</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>

**M 7.1 (Basisfach, Leistungsfach): mögliches Ergebnis**

<b>structure</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>
the speaker presents the structure of his/her presentation						
the presentation is well-structured						
<b>content</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>
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						
<b>presentation skills</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>
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)						
<b>language</b>	<b>**</b>	<b>*</b>	<b>0</b>	<b>-</b>	<b>--</b>	<b>comments/ examples</b>
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						