**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).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *eye* |  |  |  |  |  |  |
| *interested*  *convinced* |  |  |  |  |  |  |
| *unexpected difficulties* |  |  |  |  |  |  |
| **language** | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
|  |  |  |  |  |  |  |
| *phrases: structure, connect* |  |  |  |  |  |  |
| *paraphrase* |  |  |  |  |  |  |
| *able to correct* |  |  |  |  |  |  |
| *suitable style* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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

*Complete the table with criteria for good presentations.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **structure** | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **content** | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **presentation skills** | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **language** | **\*\*** | **\*** | **0** | **-** | **--** | **comments/ examples** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |  |