

|                   |               |                                        |  |   |   |   |   |            |
|-------------------|---------------|----------------------------------------|--|---|---|---|---|------------|
| <b>Structure:</b> | Introduction: | name, position                         |  | 0 | 1 |   |   |            |
|                   |               | title                                  |  | 0 | 1 |   |   |            |
|                   |               | purpose                                |  | 0 | 1 |   |   |            |
|                   |               | length                                 |  | 0 | 1 |   |   |            |
|                   |               | questions (when can they be asked)     |  | 0 | 1 |   |   |            |
|                   |               | the main points                        |  | 0 | 1 |   |   |            |
|                   |               | reference to audience                  |  | 0 | 1 |   |   |            |
|                   |               | opening technique                      |  | 0 | 1 | 2 |   |            |
|                   |               | transition to the Body                 |  | 0 | 1 |   |   |            |
|                   |               |                                        |  |   |   |   |   | <b>/10</b> |
|                   | Body:         | order of the main points               |  | 0 | 1 |   |   |            |
|                   |               | division of time among the main points |  | 0 | 1 |   |   |            |
|                   |               | cohesion                               |  | 0 | 1 | 2 | 3 |            |
|                   |               | transition between the main points     |  | 0 | 1 | 2 |   |            |
|                   |               | transition between slides              |  | 0 | 1 | 2 |   |            |
|                   |               |                                        |  |   |   |   |   | <b>/10</b> |
|                   | Closing:      | summary                                |  | 0 | 1 | 2 | 3 |            |
|                   |               | conclusion                             |  | 0 | 1 | 2 |   |            |
|                   |               | the order of s. and c.                 |  | 0 | 1 |   |   |            |
|                   |               | correct headings                       |  | 0 | 1 |   |   |            |
|                   |               | transition to Q&A session              |  | 0 | 1 | 2 |   |            |
|                   |               | references                             |  | 0 | 1 |   |   |            |
|                   |               |                                        |  |   |   |   |   | <b>/10</b> |
|                   |               |                                        |  |   |   |   |   |            |

|                          |  |                                      |  |   |   |   |   |            |
|--------------------------|--|--------------------------------------|--|---|---|---|---|------------|
| <b>Language:</b>         |  | style                                |  | 0 | 1 | 2 |   |            |
|                          |  | vocabulary                           |  | 0 | 1 | 2 | 3 |            |
|                          |  |                                      |  |   |   |   |   | <b>/5</b>  |
| <b>Slides:</b>           |  | design                               |  | 0 | 1 | 2 |   |            |
|                          |  | relevance                            |  | 0 | 1 | 2 |   |            |
|                          |  | referring to them                    |  | 0 | 1 | 2 | 3 |            |
|                          |  | separate slide -<br>overview/content |  | 0 | 1 |   |   |            |
|                          |  | separate slide -<br>summary          |  | 0 | 1 |   |   |            |
|                          |  | separate slide -<br>references       |  | 0 | 1 |   |   |            |
|                          |  |                                      |  |   |   |   |   | <b>/10</b> |
| <b>Body<br/>Language</b> |  | posture                              |  | 0 | 1 | 2 |   |            |
|                          |  | gestures                             |  | 0 | 1 | 2 |   |            |
|                          |  | eye contact                          |  | 0 | 1 |   |   |            |
|                          |  |                                      |  |   |   |   |   | <b>/5</b>  |
| <b>Questions:</b>        |  | welcoming                            |  | 0 | 1 | 2 |   |            |
|                          |  | answers                              |  | 0 | 1 | 2 | 3 |            |
|                          |  | questioners'<br>satisfaction         |  | 0 | 1 | 2 |   |            |
|                          |  |                                      |  |   |   |   |   | <b>/7</b>  |
| <b>Delivery:</b>         |  | speed                                |  | 0 | 1 |   |   |            |
|                          |  | volume                               |  | 0 | 1 |   |   |            |
|                          |  | articulation                         |  | 0 | 1 |   |   |            |
|                          |  |                                      |  |   |   |   |   | <b>/3</b>  |
| <b>TOTAL:</b>            |  |                                      |  |   |   |   |   | <b>/60</b> |
|                          |  |                                      |  |   |   |   |   |            |