

### Feedback on Presentations

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

	<b>CRITERIA</b>	<b>GOOD</b>	<b>GOOD ENOUGH</b>	<b>NOT QUITE GOOD ENOUGH</b>
sub-stance	headings in the agenda	<b>to the point</b>	<b>fairly clear</b>	<b>beside the point</b>
	examples	<b>easy to remember</b>	<b>easy to remember</b>	<b>a bit far-fetched</b>
body language	overall impression	<b>committed</b>	<b>quite lively</b>	<b>bored</b>
	your posture was	<b>upright</b>	<b>a bit stiff, hands</b>	<b>frozen</b>
	your [d3] gestures were	<b>clear</b>	<b>(a bit) hasty</b>	<b>few / just suggested</b>
	you kept eye-contact with	<b>everybody</b>	<b>some of us</b>	<b>the board / the teacher</b>
	your voice was	<b>loud enough</b>	<b>mostly loud enough</b>	<b>too soft</b>
pronunciation	fluency	<b>fluent throughout</b>	<b>fluent here and there</b>	<b>halting, hesitant, long pauses</b>
	stressed syllables	<b>helping comprehension</b>	<b>mostly right</b>	<b>inviting misunderstandings</b>
	intonation	<b>natural</b>	<b>varied here and there</b>	<b>monotone [ˈ---] throughout</b>
language	vocabulary	<b>easy</b>	<b>mostly clear</b>	<b>not quite right; it should be..., for example</b>
	grammar	<b>correct</b>	<b>some errors</b>	<b>hard to understand</b>
	syntax	<b>short and simple sentences</b>	<b>a bit complicated sometimes</b>	<b>written style</b>
interaction	questions asked	<b>quite a few</b>	<b>some / a few</b>	<b>few</b>
	manners	<b>nice, easy and polite</b>	<b>a bit awkward</b>	<b>unsmiling, tense</b>
presentational skills	getting your message across	<b>preview of the main points, details on each point 1,2,3, review of the main points</b>	<b>bits are right, e.g. preview but no review</b>	<b>no structure, no preview or review, few details</b>
	proper phrases	<b>opening and closing phrases</b>	<b>e.g. an opening but no proper closing phrase</b>	<b>no beginning, no ending</b>
	use of cue-cards	<b>small in size; 3 cues each</b>	<b>too large, &gt;3 words each</b>	<b>complete sentences</b>