

Evaluation Form for Presentations

Name of student	_____
Name of lecturer	_____
Time available for presentation	2' per person
Total points achieved	_____ of 30

Part 1: Formal aspects of presentation

Total points achieved _____

1.1 Structure How well is the presentation structured? -> Introduction, address of welcome, aim of presentation, main part, discussion, conclusion	insufficient <table border="1"><tr><td>1</td><td>1.5</td><td>2</td><td>2.5</td><td>3</td></tr></table>	1	1.5	2	2.5	3
1	1.5	2	2.5	3		
1.2 Use of media / Visualisation How appropriate and reasonable is the choice / use of media? How appealing is the visualisation? -> Information density, font size, layout, use of pictures and graphics	insufficient <table border="1"><tr><td>1</td><td>1.5</td><td>2</td><td>2.5</td><td>3</td></tr></table>	1	1.5	2	2.5	3
1	1.5	2	2.5	3		
1.3 Rhetoric How adequate is the verbal expression of the presenter (choice of words, syntax)? How well is intonation used (volume, pace)?	insufficient <table border="1"><tr><td>1</td><td>1.5</td><td>2</td><td>2.5</td><td>3</td></tr></table>	1	1.5	2	2.5	3
1	1.5	2	2.5	3		
1.4 Nonverbal behaviour Is the body posture of the presenter appropriate (nonverbal signals; mimic, gestic expression)? Is eye contact established with the audience?	insufficient <table border="1"><tr><td>1</td><td>1.5</td><td>2</td><td>2.5</td><td>3</td></tr></table>	1	1.5	2	2.5	3
1	1.5	2	2.5	3		
1.5 Time management Is the time specified for the presentation complied with? (full marks for +/- 10%)	insufficient <table border="1"><tr><td>1</td><td>1.5</td><td>2</td><td>2.5</td><td>3</td></tr></table>	1	1.5	2	2.5	3
1	1.5	2	2.5	3		

Part 2: Content-based aspects of presentation

Total points achieved _____

Objectives with regard to content:
The criteria evaluating the content of the presentation depend on the presentation's objectives and need to be adapted according to assessment task. The following structure is a suggestion.

2.1 Understanding of task How well is the assessment task understood and handled?	insufficient <table border="1"><tr><td>1</td><td>1.5</td><td>2</td><td>2.5</td><td>3</td></tr></table>	1	1.5	2	2.5	3
1	1.5	2	2.5	3		
2.2 Completeness of information provided Is the presentation complete in terms of the content covered? Is the focus of the presentation appropriate?	insufficient <table border="1"><tr><td>1</td><td>1.5</td><td>2</td><td>2.5</td><td>3</td></tr></table>	1	1.5	2	2.5	3
1	1.5	2	2.5	3		
2.3 Quality of information provided	insufficient <table border="1"><tr><td>1</td><td>1.5</td><td>2</td><td>2.5</td><td>3</td></tr></table>	1	1.5	2	2.5	3
1	1.5	2	2.5	3		

out of 15

excellent
excellent
excellent
excellent
excellent

out of 15

the
excellent
excellent
excellent
