

You must arrive 5 minutes early to set up your presentation, so that it is ready to go before class starts. If you do not, you will lose points.

Everyone in the group should have the PPT presentation on a USB key.

Language (8 points) During the presentation take notes (mentally or on paper) of what the presenters do well and what they need to improve on regarding: • Grammar & Sentence Structure • Vocabulary & Expressions • Coherence & Cohesion • Discourse Cues (“<i>As I have explained...</i>”) & Transition Words (Next, <i>Similarly</i>, etc.) • Pronunciation	Visual Aids (2 points) During the presentation take notes (mentally or on paper) of what the presenters do well and what they need to improve on regarding: • Organization and Order of Information • Appropriate Use of Slides (not reading from slides, using knowledge to add to information on the slides, etc.) • Amount of Information on Slides • Readability of Slides • Number of Slides (10 slides is usually appropriate) • Appropriate Use of Animation/Transitions • Spelling and Grammar
Form (5 points) During the presentation take notes (mentally or on paper) of what the presenters do well and what they need to improve on regarding: • Posture & Gestures • Eye Contact & Facial Expressions • Voice Level & Delivery Speed • Enthusiasm & (Positive) Attitude • Collaboration • Transition between Team Members • Use of Notes • Use of Audience Feedback (asking if the audience has questions and answering them)	Content (5 points) During the presentation take notes (mentally or on paper) of what the presenters do well and what they need to improve on regarding: • Choice of Topic & Clarity of Purpose • Introduction of Topic • Outlining of the Talk • Relevance of information • Opinion Vs. Facts (an appropriate balance between opinion and facts for the type of presentation) • Conclusion • Knowledge of Topic