

**PRACTICAL ENGLISH FOR PROFESSIONALS**

**LESSON 11. PRESENTATIONS 4**

**Prepare a presentation using the expressions from lessons 8-10.**

**You will grade your classmates (and you will be graded by them) using this table.**

	Poor		Average		Excellent
<b>Organization and Content (45%)</b>					
Appropriate introduction	1	2	3	4	5
Clear thesis	1	2	3	4	5
Presentation Organization	1	2	3	4	5
Adequate support for ideas	2	4	6	8	10
Definite Conclusion	1	2	3	4	5
Visual Aids (Appropriateness and effectiveness)	1	2	3	4	5
Q & A session (knowledge of topic)	1	2	3	4	5
Use of allotted time	1	2	3	4	5
<b>Presence (15%)</b>					
Posture, gestures and movements	1	2	3	4	5
Eye contact	1	2	3	4	5
<b>Delivery and Grammar (40%)</b>					
Enthusiasm and vocal variation	1	2	3	4	5
Preparation and knowledge of materials	1	2	3	4	5
Effectiveness of delivery method	1	2	3	4	5
Vocabulary and use of appropriate words	1	2	3	4	5
Freedom from distracting "uh" s & "like" s, etc.	1	2	3	4	5
Pronunciation, enunciation, audibility, and clarity.	1	2	3	4	5
Grammar	2	4	6	8	10
<b>TOTAL MARK</b>	<b>19</b>	<b>38</b>	<b>57</b>	<b>76</b>	<b>95</b>
	Poor		Average		Excellent