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| Good points | Things to improve |
| Organisation (structure)  Introduce yourself  Good intro – clear and to the point  Explained purpose  Clear overview  Good background  Clear definitions  Arousing topic (good choice) – personal involvement of speaker and as a consequence audience  Relevance to audience  Clear logical progression/development of argument  Appropriate level of detail/complexity  Concrete examples  Not overly technical  Use of analogies  Good conclusion  Strong (even powerful) closing comment  Clear closure  Know your audience  Personal factors  Personal appearance  Natural delivery  Spontaneous  Controlled gesticulation  Standing  Good pace (with appropriate pauses)  Good timing in delivery  Good timing  Use of humour  Engaging with audience (eye contact)  Use of rhetorical questions to involve/engage audience  Use of personal anecdotes  Appropriate register  Good use of appropriate lexis  Concrete language  Simple syntax  Register appropriate to audience and topic  Self-correction (of mistakes)  Good use of emphasis  Clear diction and volume  Convincing delivery  Effective use of visual aids  Activities to enhance audience participation  Well prepared | Needed greater structure with clear parts  Too few examples  Too many repetitions  Forgotten info inserted in an inappropriate place  ‘Bumpy’ flow  No summing up  Weak conclusion  Talked too fast  Delivery in general too rushed  Reading from script too often  Tone and intonation boring  Weak pronunciation  Unclear diction at times  Too many pauses filled by ermss or overlong pauses  Too fidgety (swinging, pen clicking, hair twirling etc)  Nerovus  Weak grammatical accuracy  Greater use of linkers/transitions (poor cohesion)  No rhetorical questions  Overuse of fillers  Use of plurals  Wordiness  Narrow lexical range (too much repetition)  Weak control of language  Distracted by computer  Notes unnecessary (so why bring them?)  Very nervous/tense  Poor positioning in relation to audience  Weak control of body language  Poor posture  Overuse of gestures  Don’t read what is on slides |