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| Good points | Things to improve |
| Organisation (structure)Introduce yourselfGood intro – clear and to the pointExplained purposeClear overviewGood backgroundClear definitionsArousing topic (good choice) – personal involvement of speaker and as a consequence audienceRelevance to audienceClear logical progression/development of argumentAppropriate level of detail/complexityConcrete examplesNot overly technicalUse of analogiesGood conclusionStrong (even powerful) closing commentClear closureKnow your audiencePersonal factorsPersonal appearanceNatural deliverySpontaneousControlled gesticulationStandingGood pace (with appropriate pauses)Good timing in deliveryGood timingUse of humourEngaging with audience (eye contact)Use of rhetorical questions to involve/engage audienceUse of personal anecdotesAppropriate registerGood use of appropriate lexisConcrete languageSimple syntaxRegister appropriate to audience and topicSelf-correction (of mistakes)Good use of emphasisClear diction and volumeConvincing deliveryEffective use of visual aidsActivities to enhance audience participationWell prepared | Needed greater structure with clear partsToo few examplesToo many repetitionsForgotten info inserted in an inappropriate place ‘Bumpy’ flowNo summing upWeak conclusionTalked too fastDelivery in general too rushedReading from script too oftenTone and intonation boringWeak pronunciationUnclear diction at timesToo many pauses filled by ermss or overlong pausesToo fidgety (swinging, pen clicking, hair twirling etc)NerovusWeak grammatical accuracyGreater use of linkers/transitions (poor cohesion)No rhetorical questionsOveruse of fillersUse of pluralsWordinessNarrow lexical range (too much repetition)Weak control of languageDistracted by computerNotes unnecessary (so why bring them?)Very nervous/tensePoor positioning in relation to audienceWeak control of body languagePoor postureOveruse of gesturesDon’t read what is on slides |