

Evaluation of the Work Experience Week Oral Presentation

Surname: _____

First Name: _____

Class: _____

Criteria		- -	-	+	++
1 - General Attitude (The way the candidate acts and behaves should be polite, respectful and appropriate for an oral presentation)					
	Correct attire – smart and professional				
	Punctuality				
	Starts and ends presentation politely				
	Suitable Posture (No hands in pockets or folded arms / No shifting from side to side)				
	Pupil should look at the jury				
	Pupil should smile but shouldn't laugh				
	Good timekeeping				
2 - Quality of Expression (pupil should express him/herself clearly using eloquent and appropriate language)					
	Dynamic presentation				
	Convincing tone of voice				
	Pupil should speak loudly enough				
	Pupil should speak fluidly (neither too fast nor too slow)				
	Pupil should articulate / speak clearly				
	Use precise and varies vocabulary				
	Use full, well-constructed sentences				
	Pupil should avoid using verbal tics (erm....)				
	Use suitable tenses (present, past...)				
3 - Use of supports	Should not read notes or slides				
	Candidate should use supporting material (slides, photos) in an appropriate manner				
	Should show good organisation in relation to supports used				
4 - Content (Pupil should show that he/she fully grasps his/her subject and can analyse it in a personal way with a critical eye)					
	Introduction/conclusion				
	Ability to organise ideas in a logical and coherent way				
	Pupil should not merely repeat content of written report				
	Should make use of pertinent language				
	Should not number points				
	Ability to express personal feedback				
	Ability to tell a suitable anecdote				
	Ability to show thorough understanding of subject				
	Ability to explain each term of special vocabulary used				
5 - Questions (The pupil should interact with the jury in a logical dialogue and exchange of ideas)					
	Ability to listen to the jury without interruption				
	Ability to give clear answers				
	Ability to give relevant answers for the questions asked				
	Ability to give convincing answers				
	Ability to construct an argument				
	Ability to be responsive				