A	Content		++	+	O	–	– –	
1	Handling of the content	interesting, engaging[1], well-informed speaker						not interesting, not very engaging, poorly[2] informed speaker
2	Structure	introduction – main part – conclusion, comprehensible[3]						no introduction, no or unclear structure
3	Visualisation[4]	meaningful[5] graphs and tables, clear and understandable, appealing[6] design (colours, pictures)						no (meaningful) graphs/tables, too much text/detail; unclear
4	Length	appropriate						too long/short
B	**Language**		**++**	**+**	**O**	**–**	**– –**	
5	Delivery	free or with little help (prompt cards[7]), good flow						read out from a sheet of paper, learned by heart, blackouts, too fast/no breaks
6	Voice	not too loud/low, dynamic, clear articulation[8], with emphasis[9]						too loud/low, monotonous, difficult to understand
7	Style	appropriate vocabulary, suitable[10] for the audience, provides necessary help for understanding unknown terms, good use of presentation phrases						slang, long and/or complicated sentences, use of unclear terms
C	**Body language**		**++**	**+**	**O**	**–**	**– –**	
8	Eye contact	often, everyone feels addressed						only looks at one person or her/his sheet/prompts or at the computer screen
9	Facial expressions[11], gestures[15] and posture[16]	confident[12], open, appropriate and punctuating[18]						exaggerated[13], stiff[14], artificial, fidgeting around[17]
D	**Overall impression and any other pieces of advice you want to give your classmate**							