

| Evaluation points | | Assessment | Comments |
|-------------------|---|------------|----------|
| Contents | Discourse structure | | |
| | Information | | |
| | Grammar / Vocabulary | | |
| | Visual aids (hand outs, maps, chart etc) | | |
| Performance | Pronunciation (clear voice, speed, pause) | | |
| | Attitude in the presentation (eye contact, body action) | | |
| | How to use visual aids | | |
| | Interaction with the audience in Q&A session | | |
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