

10 TIPS FOR ORAL PRESENTATIONS

1. **Try to stay calm.** Remember that the people listening are your classmates, not strangers, and you are showing them your work.
2. **Use your hands and gestures** in a natural way that aids your speech, but don't wave your hands excessively.
3. **Maintain eye-contact.** Make eye-contact with various classmates (not always the teacher or "off into space") as you give your presentation so they can feel like they are a part of what you are saying.
4. **If you're going to use visual aids,** don't stand in front of what you want to show and don't turn your back to the audience.
5. **Watch your diction: speak clearly with range** so everyone can hear you well. Don't rush, use pauses when you need them, and vary your inflection.
6. **Speak purposefully with correct oral expressions:** choose appropriate vocabulary, avoid repetition, don't overuse "habitual phrases" and know the expressions you should use.
7. **Provide sufficient information** (not too much or too little) and good organization.
8. **Have a good knowledge of the material,** but don't present a script you've memorized, instead explain it to us.
9. **Practice your presentation** in front of a mirror, family, or friends.
10. **Don't worry if you make a mistake or forget something.** During the presentation, it's better to focus on the positive aspects.

COEVALUATION OF ORAL PRESENTATIONS

DICTION AND INTERACTION WITH THE AUDIENCE	0,1	0,3	0,5	0,6	
Vocalization and Intonation	Poor vocalization. Difficult to understand.	Some problems with vocalization and intonation.	In general, good vocalization and intonation	Very good Vocalization	/0,6
Rhythm	Very slow or very fast	Somewhat fast or slow	In general, adequate rhythm.	Good rhythm throughout the presentation	/0,6
Use of gestures and movement	No gestures. Involuntary movements like swaying and stepping.	Some use of hands, gestures, and movement to aid the presentation	In general, good use of hands, gestures, and movement to aid the presentation	Perfect use of gestures and movements during the presentation	/0,6
Sense of calm and naturalness	Very nervous and unnatural	Somewhat nervous and somewhat natural	Calm and natural	Very calm and natural	/0,6
Eye-contact	Looks at the floor, the board, or the teacher and not the audience.	Tries to maintain eye-contact	Correct use of eye-contact	Eye-contact achieves participation from the audience	/0,6
SUBTOTAL					/3
USE OF LANGUAGE	0,5	0,75	1	1,5	
Linguistic Accuracy	Serious linguistic errors	Minor linguistic errors	Some linguistic errors	No linguistic errors	/1,5
Appropriate Vocabulary	Poor vocabulary with many errors	Average vocabulary level	Some mistakes. Good level of vocabulary.	No mistakes. Excellent level of vocabulary.	/1,5
SUBTOTAL					/3
CONTENT OF EXPOSITION	0,25	0,5	0,75	1	
Amount of information	Insufficient	Generally sufficient, but somewhat incomplete	All points touched on	All points touched on with some extra information	/1
Organization and Clarity of presentation	Information unorganized and/or without logical order	Generally correct organization	Generally good organization with good flow	Excellent organization with good flow	/1
Knowledge of the topic	Information barely learned and understood. Reads or recites from memory.	Sufficient knowledge and communication of information	In general, good knowledge and communication of information	Understands and communicates the information in a manner that all are able to follow	/1
Use of audiovisual media	Poor audiovisual media	In general, sufficient audiovisual media	In general, good use of audiovisual media	Excellent use of audiovisual media	/1
SUBTOTAL					/4
TOTAL					/10

SELF-EVALUATION CHART FOR ORAL PRESENTATIONS					
<i>Evaluate items from 1(lowest mark) to 5 (highest mark)</i>					
I have...	1 (-)	2	3	4	5 (+)
1. ...tried to stay calm.					
2. ...used gestures and my hands naturally.					
3. ...spoken with a loud and clear voice and I haven't rushed.					
4. ...looked at my classmates in the eye.					
5. ...not read long passages.					
6. ...rehearsed my part of the presentation.					
TOTAL:					/30
THINGS I NEED TO IMPROVE FOR NEXT PRESENTATIONS...					