# LC-1112 Online presentation skills for engineers 2 ECTS

**Assignment 9: Practise your talk and give/get feedback & self-evaluation** After receiving the video, watch and analyse your talk, fill in this form and submit it preferably within 48h.

**Name of speaker:**

**Step 1:** Rate your own performance for each item using the scale **Improve – OK - Good.**In addition, provide comments, considering HOW you would improve the elements in that section.

**I INTRODUCTION**

 **Improve OK Good**

Captures audience’s attention at start? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Establishes credibility? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

States purpose of presentation? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Gives an overview of presentation structure? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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|  **Comments/suggestions** for changes: |

**II BODY**

 **Improve OK Good**

Main points relevant to purpose and thesis? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Contents organized logically / effectively? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Level of content suitable for educated non-experts? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Amount of content suitable for the given time frame? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Clear transitions? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Internal summaries after main points? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Internal previews/movement between subpoints? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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| **Comments/suggestions** for changes: |

**III CONCLUSION**

 **Improve OK Good**

Clear transition into conclusion? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Revisits main points? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Returns to theme of introduction ? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Gives resources for further information? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Encourages questions? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Includes sources at the end? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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| **Comments/suggestions** for changes: |

**IV DELIVERY**

 **Improve OK Good**

Overall speed? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Pronunciation? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Use of intonation? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Fluency? (pausing, fillers, etc.) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Extemporaneous? (doesn't rely on written support) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Body language (eye contact, posture) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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| **Comments/suggestions** for changes: |

**V VISUALS**

 **Improve OK Good**

Relevance to content? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Amount of text? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Suitability of headings? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Physical interaction with visuals? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Interesting: color, pictures, graphs,etc.) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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| **Comments/suggestions** for changes: |

**VI TIMING**

 **Improve OK Good**

Within time limit? (max. 8-10 minutes) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Division of time (introduction, body, conclusion) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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| **Comments/suggestions** for changes: |

**Step 2:** **Reflection paragraph:** Write 1-2 reflective paragraphs on the experience of rehearsing and watching your video. Consider the following questions in your answer:

1. How did the rehearsal go for you? What did you learn from the rehearsal (i.e. through doing the talk once, getting feedback, giving feedback, watching others, etc.)

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1. What was it like for you to watch yourself on the video? Have you seen yourself present before on video? Did you learn anything new by watching it?

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1. What are your top three issues you would like to work on in the final version in order to improve your talk?

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