**Guidelines for practice session**

You will be working in groups of 3-5. Take turns with presenting and allow time for feedback after each presentation.

**Instructions for those giving feedback:**

* take notes as you may forget your point by the time the presentation is over
* pay attention to aspects that seem to work well and aspects needing development
* in your feedback, include something positive too. It is equally important to hear suggestions for development as it is to hear that we are already doing something well. Balancing the feedback with both positive and “negative” makes it easier to handle for the receiver.
* “negative feedback” should be more like a concrete suggestion, 🡪 constructive feedback.
* do not comment on something if the person cannot improve on that aspect (for instance stuttering) or if you do not know at all how the issue could be fixed.
* refrain from using evaluative terms.

Pay attention to the following aspects (which are also evaluated in the final presentation grading form)

1. **Organization & contents**

* level of contents for the audience (depth, focus and accessibility)
* organization of contents (intro, body, conclusion)
* balance of content (similar value, imbalanced contents)
* time frame: 8-12 minutes

1. **Transitions**

* transitions from main sections to another (intro to main body, main body to conclusion)
* transitions from one slide to another
* transitions within a slide
* internal summaries

1. **Visuals**

* do the visuals support the speaking
* does the speaking seem “in synch” with the slides
* design of slides (textual, amount of text, fonts etc)
* design of slides (color, layout, images)
* use of slides

1. **Delivery**

* engaging delivery (audience engagement)
* confident and spontanenous (not relying on notes)
* body language (posture, eye contact)
* use of voice, pace
* linguistic aspects: grammar, vocab, pronunciation

Assignment 7: Practice session (5pts) (2pts) + short self-evaluation due tonight