**Self-reflection is essential for learning; therefore, we ask you to honestly self-evaluate and analyze your rehearsal presentation.**

**Record your rehearsal and fill in the information on this form.**

 **Submit as Assignment 7 to MyCourses.**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Watch** your rehearsal presentation and...

1. **Tick** the appropriate alternative in the check list (Improve, OK, Good) to see if all the necessary elements were included.

**B )**  **Write a brief reflection on each section I-VI** : what seemed to work well, what needs to be improved, what is/was difficult, are you planning to change something (what and why?)…etc.

1. Listen to your rehearsal once again and, at the end of this document, **write down exactly what words/sentences you used 1**) when moving on from the introduction to the first main point, **2)** when moving from one main point to another, **3)** when moving from the last main point on to the conclusion. What did you observe about these transitions?

**I INTRODUCTION**

**Check list** Improve OK Good

Captures audience’s attention and makes relevant
the problem to which a solution is needed? \_ \_ \_ \_ \_\_\_

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

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

Gives overview of structure? \_ \_ \_ \_ \_\_\_

Previews first main point? \_ \_ \_ \_ \_\_\_

**Comment:**

Continue to page 2

**II BODY**

 Improve OK Good

Main points clearly linked to purpose? \_ \_ \_ \_ \_\_\_

Main points and sub-points clearly organized? \_ \_ \_ \_ \_\_\_

Clear transitions between slides and to clarify the

logical flow from one main point to another? \_ \_ \_ \_ \_\_\_

Movement between sub-points on the same slide? \_ \_ \_ \_ \_\_\_

(e.g. superordinates, enumeration, cohesion devices)

Depth and amount of information? \_ \_ \_ \_ \_\_\_

**Comment:**

**III CONCLUSION**

Improve OK Good

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

(Makes the recommendation? ) \_ \_ \_ \_ \_\_\_

Synthesises the main arguments? \_ \_ \_ \_ \_\_\_

Refers back to theme of intro (attention capturing, \_ \_ \_ \_ \_\_\_
problem and purpose)?

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

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

**Comment:**

**V DELIVERY**

 Improve OK Good

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

Clarity of pronunciation? \_ \_ \_ \_ \_\_\_

Intonation and rhythm? \_ \_ \_ \_ \_\_\_

Fluency? \_ \_ \_ \_ \_\_\_

Contact with the audience? \_ \_ \_ \_ \_\_\_

Synchronising speech and use of visuals? \_ \_ \_ \_ \_\_\_

**Comment:**

Continue to page 3

**V VISUALS**

 Improve OK Good

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

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

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

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

Use of tables, graphs, images? \_ \_ \_ \_ \_\_\_

Reflected clearly the main points/sub-points? \_ \_ \_ \_\_\_

**Comment:**

**VI TIMING**

 Improve OK Good

Within time limit? (min 8, max 10 minutes) \_ \_ \_ \_ \_\_\_

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

**Comment:**

**C ) THIS IS WHAT I SAID:**

1) when moving on from the introduction to the first main point.

2) when moving from one main point to another. (1 >2, 2 >3, 3 >4,…)

3) when moving from the last main point on to the conclusion.

**Comment:**